

U.S. COAST GUARD
Fourteenth District



Hawaiian Islands

RELOCATION

HANDBOOK

2002



***An Integrated Support Command Honolulu
Work-Life Staff Publication (8th Edition)***

ON THE COVER

Depicted on the front cover, going from left to right:

Fireman Anela Alvey of Kaneohe, a crewmember aboard Coast Guard Cutter JARVIS. The 378-foot high endurance cutter homeported in Honolulu has been on patrol since September 11. The terrorist attacks on that day pushed the Coast Guard into a heightened level of security in the nation's ports and waterways. *Photo by PA2 Lauren Smith*

A Coast Guard H-65 rescue helicopter participates in a search and rescue exercise off of Oahu's south shore in August 2001. *Photo by Seaman Andrew Kendrick*

The Coast Guard Color Guard marches proudly in front of the Coast Guard float on September 16 as part of Hawai'i's 54th annual Aloha Festival Floral Parade in Honolulu. The traditional orchid leis around their necks are just some of the many flowers used to construct the Coast Guard's 55-foot float, that took more than 8 days to build, and more than 100 active duty, reserve and civilian personnel, spouses of Coast Guard members and Auxiliaries assisted. Their hard work paid off when the float took first place in the Aloha Festival's Board of Directors' float competition. *Photo by PA2 Jackie Zettles*

The sun sets in October 2001 on Oahu's North Shore. *Photo by SN Andrew Kendrick*

Coast Guard personnel get a view of the Ko'olau mountains off Kualoa Ranch during the Coast Guard picnic in August 2001. *Photo by PA2 Lauren Smith*

A dolphin plays alongside the Coast Guard Cutter ASSATEAGUE, a 110-foot patrol boat homeported in Honolulu, in waters off the Big Island of Hawai'i in February 2000. *Photo by SN Andrew Kendrick*

PUBLICATION INFORMATION

The ISC Honolulu Work-Life Staff publishes the ***U. S. Coast Guard – Hawaiian Islands Relocation Handbook***. Some material was adapted from copyrighted sources and is used gratefully with permission.

This handbook covers only the islands of Oahu, Kauai, Maui and Hawai'i. Throughout the rest of the D14 Area of Responsibility, because resources and arrival procedures are significantly different, transferring members receive a Welcome Aboard package pertinent to their area.

The *U. S. Coast Guard – Hawaiian Islands Relocation Handbook* is an unofficial publication. Any views or opinions are not necessarily those of the Department of Transportation or the U. S. Coast Guard. Although this material is for information only and not authority for action, key members of ISC Honolulu's PERSRU, Housing, Transportation, Medical Clinic, and Work-Life staffs as well as D14, MSO Honolulu, Air Station Barbers Point, Group Honolulu, CGC JARVIS/RUSH, have reviewed the Handbook material for content. A special *Mahalo* to them.

Revised by Shirley D. Caban
ISC Honolulu Transition and Relocation Programs Manager
with the much-appreciated hard work
of the 2002 transfer season PCS Focus Group

WE'RE ON-LINE, TOO!

The Relocation Handbook, Blue Horizon, and other Work-Life information, is available at:

www.uscg.mil/mlcpac/ischon/cw_index.htm

KEY PHONE NUMBERS

Fourteenth District

(d) District Commander [RADM R. Utley]	541-2051
(dcs) Chief of Staff [CAPT Yearout/ CAPT Wiltshire]	541-2052
Admiral's Aide	541-2052
(dcea) Command Master Chief [MCPO D. Kahler]	541-2083
(dc) Chaplain [LT D. "Chaps" McKay]	541-2076
(dh) Mil Civil Rights Counselor/Facilitator [CPO Moseley]	541-2114
(dl) Legal [CDR F. Tucher]	541-2108
(dpa) Public Affairs [LT D. Atnip]	541-2121
(dt) Telecomm Branch [LT T. Sullivan]	541-2021
(a) Admin Div. [CDR M. Porvaznik]	541-2267
(ap) Pers Branch [LT M. Munnerlyn]	541-2330
(ap) Asst Br Chief/ Awd/CGMA [Ms S. Matsudo]	541-2283
(o) Operations Division [CAPT Newell]	541-2306
(osr) Search & Rescue Br. [CAPT J. Angert]	541-2313
(cc) Command Center	541-2331
(m) Marine Safety Div. [CAPT T. Rice]	541-2090
(mr) Marine Envir. Resp. Coord. [CAPT P. Carroll]	541-2118
(mc) Compliance Div. [LCDR Theriault]	541-2119

Group Honolulu

Group Commander [CDR T. Tabrah]	541-2480
Deputy Group Commander [LT P. Kutch]	541-2453
Group Secretary [Ms. J. Holtz]	541-2480
OPCEN	541-2450
COMMCEN	541-3218

Integrated Support Command Honolulu

(c) Commanding Officer [CAPT C. Conklin]	541-1564
(cx) Executive Officer [CDR R. Ball / CDR M Lodge]	541-1564
Command Secretary [Ms. G. Kobayashi]	541-1564
(cw) Work-Life Supervisor [LCDR W. Wrzesniewski]	541-1581
Family Programs Administrator [Mr. O. Norton]	541-1582
Employee Assistance Program [Ms. J. Couthen]	541-1585
Transition & Relocation Prog Manager [Ms. S. Caban]	541-1586
Family Resource Coord [Ms. M. Mansfield]	541-1584
Health Promotion Manager [Ms. J. Dung]	541-1583
Ombudsman Prog Coord [Ms. W. Allen-Yearout]	541-1499
Addictions Prevention Specialist [HSC D. Friedman]	541-1587
(cf) Force Optimization & Training Br Ch [LT G. Jones]	541-1509
Career Information Specialist [FTC P. See]	541-1508
Educational Services Officer [CWO T. Fikac]	541-1507
(ca) Administrative Officer [CWO Fisher]	541-2479
(cmc) Command Master Chief [MCPO M. Boughner]	541-2478
(ps) PERSRU/ Customer Svc Br Chief [CWO L. Jones]	541-1535
PERSRU Supervisor [YNC J. Jones]	541-3256
Customer Service Supervisor [YNC D. Olsen]	541-1520
(f) Comptroller [LT M. Yensz]	541-2459
(fa) Financial Management [MR Neil Erickson]	541-1588
(fp) Procurement & Logistics [Ms Verna Jackson]	541-2463
(fs) Shipping & Receiving [SKC Baumann]	541-1489
(k) Health Services Div Ch [CDR Lago/ CDR Shen]	541-2405
(kh) Clinic Dentist [CDR Hyland]	541-2406
(ks) Clinic Administrator [HSCM Matthews]	541-2409
(e) Engineering Officer [LCDR Wykle]	541-2437
(ei) Industrial Manager [LT Vernon Craig]	541-3220
(em) Facilities Br Chief [MR Gary Nakamoto]	541-3206
(eh) Area Housing Officer [Ms. Nanette Baker]	831-2764

Air Station Barbers Point

Commanding Officer [Capt Dunn]	682-2615
Executive Officer [CDR Farrel / CDR Dostiel]	682-2615
Engineering Officer	682-2630
Operations Officer	682-2658
OOD	682-2750/2751
Administrative Officer	682-2617
Housing Officer	682-2615

Marine Safety Office Honolulu 522-8264

Commanding Officer [CAPT Kanazawa/ CAPT Skuby]	x362
Executive Officer [CDR Sifling]	x363
Command Secretary [Ms. E. Acock]	x246
Administration	x233
Inspection [LCDR Hunt]	x261
Port Operations [LCDR Butler]	x352
Investigation [LCDR Petersen]	x298
Regional Exams [LT Griffiths]	x247

Other Commands in Hawai'i

JARVIS [CO CAPT S. Ratti; XO CDR B. Baffer/Brown] ..	541-3244
RUSH [CO CAPT P. Zukunft; XO CDR G. Wulfkuhle]	541-2400
WALNUT [CO LCDR C. Smith; XO LT K. Wirth]	541-2431
KUKUI [CO LCDR M. Stegman; XO LT B. Bender]	541-2420
ASSATEAGUE [CO LT J. Haukom; XO LT Cashman] ..	541-2492
WASHINGTON [CO LT S. Adler; XO LTJG Brunette]	541-3259
KISKA [CO LT L. Ellis; XO LTJG S. Thompson]	933-6943
KITTIWAKE [CO LTJG J. Cook; XPO PO1 Gardner]	246-0390
CEU [CO CDR M. Cutts/Diehl; XO LT S. Gesele]	544-2199
ESU [CO CDR J. Mazzonna/Dietrich; XO LT J. Jensen] ..	541-3272
NESU [CO LCDR G. Matlin; XO LTJG A. Pecora]	541-3228
COMMSTA [OinC SCPO D. Robinson]	628-4411
Station Honolulu [OinC CPO R. Schmidt]	541-2455
Station Maui [OinC CPO A. Ochoa]	244-7235
ANT Honolulu [OinC CPO A. Adams]	541-3219
Armory Detachment [OinC CPO J. Bruckner]	541-2423
Recruiting Office [OinC SCPO T. Hopkins]	486-8677
Tripler Army Medical Center CG Liaison [PO1 Payne] ..	433-6028

CGES / MWR / Miscellaneous

CG Exchange (Sand Island)	832-2564
CG Barber Shop	832-2564x2
MWR/Gym (Sand Island)	541-2413
CG Exchange (KKH Red Hill Country Store)	831-2779
KKH Red Hill Bunker	831-2750
KKH MWR Youth Services	831-2751
KKH MWR Pool	831-2758
Security--Red Hill/Ft. Shafter	438-7114/7116
Suicide Crisis Hotline	521-4556
General Military Information	449-7110
Joint Military Family Abuse Shelter	533-7125
Red Cross (Hickam AFB)	449-1488
Red Cross (Kaneohe MCB)	257-4927
Red Cross (Pearl Harbor Naval Base)	473-3155
Red Cross (Schofield Barracks)	655-4927
Red Cross (Tripler AMC)	433-6631
Ask Hawai'i Information Referral	275-2000
American Express Travel (Fed Bldg.)	532-1888

ALOHA

Although the tour books will say that "Aloha" has about 17 different meanings, such as "Hello," "Goodbye," and "I Love You," it actually means, "I, as my highest self, greet you as your highest self, with the breath of HA (with Divine Spirit). *Aloha* is a word that has been greatly commercialized, but there are still many true Hawaiian's who, in a very noble and pious way, greet each other with deep respect and with the sacredness of a Soul-to-Soul encounter. Congratulations, on your PCS orders to Hawai'i. You're moving to a very special place. If your heart is open, in the true spirit of Aloha, you may just be about to enjoy the tour of a lifetime.

On behalf of your new Coast Guard Family in Hawai'i and the Integrated Support Command Work-Life Staff, I extend to you and your family a sincere welcome to Hawai'i. ***Aloha.***

There's work to do first, though. Take time now or very soon to call your sponsor and your new supervisor! They are vital to a successful transition.

You and your family may go through some challenges while dealing with various aspects of your overseas relocation. The overall success of your transition to Hawai'i is dependent on managing personal and family expectations and making thorough departure, arrival, and settling-in arrangements. As tough as it may be in times of a PCS move, advance and frequent communications with your sponsor, chain of command, housing staff, and Work-Life Staff are key to a successful move.

Coordinate with your outbound and Hawai'i-based Transportation Offices, your current unit, and your new unit in Hawai'i regarding all aspects of your move and arrangements. The Work-Life Program has a full staff to help with spouse employment, child-care, relocation assistance, family programs, employee assistance programs, and a wide range of fitness and wellness activities. Together, we can avoid some stress. Let us help you.

This Relocation Handbook is in its eighth year of publication. We have continuously improved and updated the content. Always confirm, however, important or critical policies and procedures with official sources (your unit Admin Staff, PERSRU, ACO, Transportation Officer, etc.), if you have any doubts.

We welcome all suggestions to improve this publication, and we'll accept them in any form. Mahalo (Thanks) and welcome to the rainbow isles of Aloha.

Walt Wrzesniewski
Lieutenant-Commander, U. S. Coast Guard
Integrated Support Command
Supervisor, D14 AOR Work-Life Programs

CONTENTS

Key Phone Numbers.....	i
Aloha Letter.....	ii

BEFORE YOU ARRIVE

Aloha	1
Welcome Aboard Message.....	1
Overseas Interview	1
Entry Approval/Command Sponsorship.....	1
TOPS HHG Processing.....	1
Unaccompanied Baggage	1
Don't Ship Too Much	2
Special Power of Attorney	2
Temporary Lodging Allowance	2
TLA Eligibility.....	3
Oahu Temporary TLA UPH/BEQ/BOQ Requirements.....	3
TLA Hotel Reservations	3
Deciding on a Hotel.....	3
Accompanied TLA.....	4
Unaccompanied TLA	4
Maui, Kauai, and Hawai'i	4
Members Married to Members.....	4
Application for Government Housing	4
A Government-owned Housing Overview	4
Step-by-Step UPH/BEQ/BOQ Reservation Procedures	4
On-the-Economy Rental Housing Overview.....	5
Money.....	5
Privately Owned Vehicle	5
POV Shipping Ports	5
Shipping a Second Car.....	6
Leased POV Shipments	6
Vehicle Insurance.....	6
Children and Education.....	6
Public School Cutoff Date	6
Pets	6
Employment.....	6
Finance	6
Newspapers, Etc	7
Mailing Address.....	7
Car Rentals	7
A Special Note To Cape May Recruit Training Graduates	8
Suggestions from Recent Recruit Training Graduates	8
Getting Married Enroute to Your New Duty Station	8
Before You Move Checklist.....	9
Important Papers	10

ISLAND LIFE

Basic Facts About Hawai`i.....	12
Time Difference	12
Commuting to Work on Oahu	12
Ways to beat the traffic	13
Plain Talk About Life and Work in Hawai`i	13
Tropical Insects	13
Single Activities	13
Youth Activities.....	13
Coast Guard MWR.....	13
Pearl Harbor Boys & Girls Club of Navy Hawai`i.....	14
Aliamano Military Reservation	14
Hickam AFB Youth Center	14
Girl Scouts Hawai`i Council.....	14
Boy Scouts Aloha Council.....	14
It's a Long Way Back Home.....	14
Shopping	14
Outer Island Life	14
Personal Goals.....	14
Spouse Goals	14
Most People Say It's a Great Place to Live	14
Your Duty Station	15
Ethnic Diversity	15
Culture Shock	15
Culture Shock Defined.....	15
Stages of Culture Shock.....	15
Symptoms of Culture Shock.....	16
Coping with Culture Shock.....	16
Residential Neighborhoods on Oahu.....	16
Government versus On-the-Economy Housing.....	16
Hawai`i Costs! (Price Comparison Chart)	17
Leeward Side.....	17
Windward Side.....	18
Shopping, Etc.....	18
Dealing With Insects	18
How To Keep Isle Critters from Driving You Buggy.....	18
Hawai`i Insect Identification and Control Guide	19

REPORTING ABOARD

At the Airport.....	20
Unit Check-in.....	20
Family Housing Check-in.....	20
Unaccompanied Personnel Housing.....	20
TLA Processing/Collection Procedure	21
TLA Reimbursement Procedures for Oahu	21
TLA Reimbursement Procedures for the Outer Islands	21
Non-reimbursable TLA Expenses	21
Medical and Dental Services	21
Arrival Checklist.....	22

ENTITLEMENTS

2002 Oahu TLA Rates.....	23
2002 Per Diem Rates for Hawaiian Islands.....	23
TLA Computation Worksheet.....	24
Monthly Basic Pay Table.....	25

UNACCOMPANIED PERSONNEL HOUSING

Permanent Bachelor Quarters.....	26
Personnel Assigned to Ashore Units.....	26
Personnel Assigned to Afloat Units.....	26
Kukui Hall.....	26
Unaccompanied Personnel Leased Housing.....	26
COMMSTA Honolulu.....	27
Air Station Barbers Point.....	27
Looking for Civilian Rentals.....	27
CHRRS Main Office.....	27
Outer Island Listings.....	27

FAMILY HOUSING

Coast Guard Housing Organization.....	28
Housing Types on Oahu.....	28
On-the-Economy Housing.....	28
Leased Housing.....	28
DoD Housing.....	29
CG-Owned Housing.....	29
Kia`i Kai Hale.....	29
Housing Features.....	29
Wailupe Quarters.....	30
Diamond Head Quarters.....	30
Housing Assignment Policy.....	30
Assignment to Government Quarters.....	30
Housing Application & Waiting List.....	30
Policy Waivers.....	30
Applying for Housing on Kauai, Maui, or Hawai`i.....	30
Arranging HHG Deliveries with TOPS.....	30
Guidelines on Obtaining Housing in the Community.....	31
Rental Housing Costs.....	31
Buying Real Estate.....	31
Your Housing Search.....	31
Adequate Rental Unit.....	31
Justifiable Rental Rejection.....	32
Examples of Invalid Reasons to Reject a Rental Unit.....	32
Commuting Distances.....	32
Private Lease Information.....	32
Aloha Kits.....	32
KKH Red Hill.....	32
Barbers Point and COMMSTA.....	33
Pearl Harbor.....	33
Purchase of a Home.....	33
Utilities, Etc.....	34
Minimum Bedroom Requirements (Owned And Leased Housing).....	34

PRIVATELY OWNED VEHICLE (POV)

Shipping Your POV	35
Pickup Locations	35
Insurance	35
Pickup and Acceptance.....	35
POVs with Joint Ownership Titles and/or Registration	36
Safety Inspection	36
POV Registration	36
Keeping Out-of-State Plates.....	36
Obtaining Hawai`i Plates.....	36
Satellite City Halls	37
Outer Island Offices.....	37
DoD POV Registration.....	37
DoD Registered Decals.....	37
Hawai`i Driver's License	37
Motorcycle Safety Course Providers.....	38
Bicycles.....	38
Buying a Vehicle in Hawai`i.....	38
Privately Owned Used Cars.....	38
Buyer Beware	38
Buying Used Vehicles.....	39
Auto Hobby Shops.....	39

EDUCATION IN HAWAII

Introduction	40
Registration.....	40
School Community Based Management (SCBM).....	41
School Year.....	41
Year Round Schooling	41
Communication with Parents.....	41
School Bus Transportation	41
After-School Plus Program	41
Special Education Needs	42
Placing Your Special Needs Child	42
Junior ROTC.....	42
Home Schooling in Hawai`i.....	42
Home School Associations.....	43
GED Test and Diploma	43
Adult Community Schools.....	43
Geographic Exceptions.....	43
School Assignment.....	44
Oahu	44
Kauai.....	44
Maui.....	44
Hawai`i.....	44
School System Performance.....	44
Quality of Graduates.....	45
Public Opinion of School Performance	45
Test Results.....	45
Private Schools.....	45
Pre-Schools and Child Development Centers.....	45
Colleges and Universities	45

SAT Testing.....	46
Community Colleges	46
State Universities	46
Private Colleges and Universities	46
Map of School District & Schools.....	47

EMPLOYMENT

Introduction	48
Joint Employment Management System (JEMS)	48
Job Hunting in Hawai`i	48
First Things First	48
Using the JEMS Job Bank	49
Job-Finding Resources.....	49
Wages of Hawai`i's 20 Largest Occupations	49
Identifying Your Job Skills.....	49
Adaptive Skills	50
Transferable Skills.....	50
Job-Related Skills	50
Unemployment Compensation Benefits	50
Employment Resources	50
Employment Resource Centers (ERC).....	50
Federal Civil Service Employment.....	51
Veterans.....	51
Veterans Readjustment Appointment (VRA) Authority	51
Federal Agencies in Hawai`i	52
Non-Appropriated Fund Employment	52
Non-Appropriated Fund Agencies in Hawai`i	53
Exchange Employment	53
State of Hawai`i, City and County of Honolulu.....	53
State of Hawai`i Employment Office	53
City and County of Honolulu.....	53
Hawai`i State Employment Service	54
Job Seeker Services	54
Outer Island Employment	54
Hawai`i State Department of Education.....	54
Qualification Requirements	54
Teacher Licensing Requirements.....	55
Certificated Positions.....	55
Part-time Temporary Teachers	55
Substitute Teachers.....	55
Classified Positions	55
A+ Positions.....	55
District Offices	55
Private School Employment.....	55
Child Labor Certificates	55
Child Labor Office Locations	56
Military Spouse Preference.....	56
Registration Assistance	57
Executive Search Firms.....	57

PETS

Animal Quarantine Station Information	58
DoD Pet Quarantine Fee Reimbursement.....	58
It’s The Law.....	58
General Pre-Arrival Requirements.....	58
Health Certificate.....	58
Electronic Microchip	59
Vaccinations.....	59
Rabies Vaccination	59
Heartworm Testing	59
Other Cat Vaccinations.....	59
Specific Requirements to Qualify for 30-Day Quarantine.....	59
30-Day Pre-Arrival Requirements	59
30-Day Post-Arrival Requirements	60
Laboratories Where the Pre-Arrival OIE-FAVN Test is Available	60
Animal Quarantine Station Fees.....	60
Outer-Island Information.....	61

MILITARY ORGANIZATIONS

Chief Petty Officers' Association	62
Officers' Association.....	62
Coast Guard Spouses' Association	62
Coast Guard Foundation.....	62
Fleet Reserve Association.....	63
Non-Commissioned Officers’ Association	63
Navy League	63

TLA QUALIFIED HOTEL LISTINGS	Appendix A	64
GUIDE FOR HOUSEHOLD GOODS	Appendix B.....	67
DIRECTORY OF PRIVATE SCHOOLS	Appendix C.....	76
DIRECTORY OF PRE-SCHOOLS	Appendix D	79
FAMILY ADVOCACY PROGRAM	Appendix E.....(Work-Life).....	83
TRANSITION AND RELOCATION		
ASSISTANCE PROGRAMS	Appendix F.....(Work-Life).....	86
EMPLOYEE ASSISTANCE PROGRAMS	Appendix G	87
FAMILY RESOURCE PROGRAMS	Appendix H	89
HEALTH PROMOTION PROGRAMS	Appendix I.....(Work-Life).....	91
WORLD WIDE WEB SITES	Appendix J.....(Work-Life).....	94
HEALTH EDUCATION PROGRAM	Appendix K	98
OUTER ISLAND INFORMATION	Appendix L.....(Work-Life).....	103
COAST GUARD HOUSING FLOOR PLANS	Appendix M.....	107
INDEX		115

BEFORE YOU ARRIVE

Aloha

You have your orders in hand, now what? If you are returning to the islands, welcome back. If this is your first time here, aloha!

The ISC Honolulu Work-Life TRM (Transition and Relocation Manager) has tried to anticipate your questions and concerns about your move here, and has compiled this comprehensive *U. S. Coast Guard - Hawaiian Islands, Relocation Handbook* to reduce your "uncertainty" about what to expect. In addition to the book "*Aloha from the Coast Guard Hawai'i*", your unit specific information and your unit sponsor, the Work-Life staff is available for any guidance concerning your move to Hawai'i.

Welcome Aboard Message

You should receive a detailed Welcome Aboard message from your new unit, which will include the name of your sponsor. Call the unit if you don't receive one within 10 days of your orders issue date. If your ship is on a long deployment, call the administration section of ISC Honolulu for assistance at (808) 541-3264

Read and follow all requirements of your orders and the Welcome Aboard message. Call the unit if there is anything you aren't sure of.

Overseas Interview

An overseas interview and screening checklist is contained in Exhibit 4-E-3 of the PERSMAN to assist in the overseas screening process of you and your dependents. Improper screening could cause you and your dependents many problems once you arrive here. Take the time to resolve any problem situations identified by the overseas interview. If you have doubts about your present family or financial situation, discuss it with your CO or OIC and your new sponsor.



Entry Approval/ Command Sponsorship

The Welcome Aboard message states that **all members** must obtain official entry approval from ISC Honolulu's Housing Office. Entry approval is necessary for the transportation of your dependents, household goods (HHGs) and privately owned vehicle (POV). Your unit administrative section must send a "Request For Entry Approval" message to ISC Honolulu's Housing Office after you have completed all the requirements of the

Welcome Aboard message.

TOPS HHG Processing

Most Coast Guard units are now processing HHG shipments under the DOD sponsored Transportation Operational Personal Property Standard System (TOPS). Contact your transportation officer to confirm what the exact procedures are to get your HHG packing and shipping arranged.

The ISC in Honolulu is operating with the TOPS program, and functions as a satellite operation of the

Joint Personal Property Shipping Office (JPPSO) at the Pearl Harbor Navy Base.

Remember that you need your entry approval message to process your household goods (HHGs) & POV shipments.

Unaccompanied Bag-

gage (erroneously called Express Shipment)

Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 500 pounds (net) may be transportation. Unaccompanied baggage in excess of 500 pounds (net) may be transported if authorized in accordance with service regulations.

To receive items normally shipped in your unaccompanied baggage to Hawai'i on time, you can:

- ship the unaccompanied baggage **at least** 60 days in advance of your arrival so it will be here when you arrive. Note that unaccompanied baggage does not have a RDD (Required Delivery Date) like your normal HHG shipment does, so shippers are not "required" to get your unaccompanied baggage delivered by a certain date; **OR**
- request a "Partial Delivery at Destination" from your local Transportation Officer. This request must be annotated in block 13 of your HHG shipment's Government Bill of Lading (GBL) prior to shipment. Your Transportation Officer should inform you to keep these items separate from your HHG shipment and to write down the corresponding "Item Number" of each line entry on the HHG Descriptive Inventory form for early partial delivery at your Hawai'i destination.

Most overseas HHG shipments are classified Code 4, which requires packers to pack and seal HHG items in wooden crates at the pick-up site (your home). All items selected for "Partial Delivery at Destination" should be packed in one crate, at the top of the crate, which you should record so you can confirm the correct crate delivery of your "Partial Delivery at Destination" items. Moving with HHG for the first time can be very frustrating. Get yourself prepared by:

- Get a copy of *It's Your Move*.
- Make a personal appointment with the transportation officer (if at all possible) to counsel you on your overseas transportation entitlements. If personal counseling is not possible, call

and get "overseas transportation entitlements counseling" over the phone. Many transportation officers use form DD-1797, the Personal Property Counseling Checklist, for counseling.

- Be sure to read *The Claimant's Guide to HHG Claims*, which includes **critical information** on how to get ready for the movers, receive your HHG, process damage claims and how the movers are required to inventory/pack. The complete guide is included in **Appendix B** of this handbook.
- Ask your local Transportation Officer questions if you are not sure of something.

Don't Ship Too Much!

Most apartments and houses in Hawai'i are smaller than on the mainland. You should take a serious inventory of your HHG. Although you are authorized to ship up to your maximum HHG weight allowance, in most instances you will not have room for it all.

You are entitled to put a portion (or all) of your HHG in Non-Temporary Storage at origin **ONLY** (at your current duty station) at government expense. If you are uncertain about putting your HHG in non-temporary storage, remember that you can always retrieve stored HHG if you find you need it once you get here (request the transportation office to send it to Hawai'i). You can also retrieve partial inventory items from your stored HHG.

Note that the retrieval of Non-Temporary HHG items **must be initiated within 180 days** of the start of the storage period, otherwise, you will be charged storage/removal expenses to remove any items (JFTR regulations).

Permanent storage in Hawai'i with Non-Temporary Storage (NTS) is expensive and in most cases will not

be authorized at government expense.

Personal self-storage facilities are more expensive in Hawai'i than on the mainland (\$150/month for small unit is typical)

Special Power of Attorney

If there is a possibility that you will be deployed during your last 60 days at your departing unit or the first 60 days at your new unit, you should get a special power of attorney for your spouse (or designated representative). Call your district legal office or talk to your unit XO for more information. Your power of attorney should mention all those items your spouse might need to do if you get deployed soon after your arrival, such as:

- ship and receive HHG
- ship and receive a vehicle
- enter Coast Guard-owned or leased housing
- collect TLA payments
- set up a bank account
- other special needs

Temporary Lodging Allowance (TLA)

The purpose of the Temporary Lodging Allowance (TLA) is to partially reimburse an individual for above normal expenses incurred

- during the occupancy of temporary lodgings while awaiting assignment to government quarters or while looking for on-the-economy rental housing ; **AND**
- for the cost of meals taken during the use of temporary lodgings **outside** the continental U.S.

Note: You must keep all lodging receipts to get reimbursed for lodging. The meals and incidentals portion will be paid without any re-

ceipts.

TLA Eligibility

TLA is authorized for the following members when quarters are not available upon arrival:

- members with command sponsored dependents
- unaccompanied members if BEQ or BOQ is unavailable (*)
- geographic bachelors if BEQ or BOQ is unavailable (*)

* **To receive TLA** you will be required to sign a statement that quarters were not available. You can do this by making a phone call to the required BEQ/BOQs.

Always check with your new unit to verify your TLA eligibility. Members arriving without their dependents are considered unaccompanied for TLA purposes, even though your tour is designated accompanied.

Single AND Married, but unaccompanied members receive only 65% TLA.

TLA Hotel Reservations

Deciding on a Hotel

Appendix A lists all the TLA approved hotels, and there are a lot! The military operates a very nice hotel on the beach in Waikiki called the **Hale Koa**. The vast majority of Coast Guard members stay there. In 1995 a new hotel tower was added, doubling the rooms; however, due to the popularity of this hotel you should make reservations as early as possible. Most people love it there. A drawback is that rooms with kitchen facilities are not available, and, as with most of the hotels in Waikiki, it is about a 30-minute drive to ISC Honolulu and 20 minutes to the District/MSO offices. Air Station Barbers Point and COMMSTA are about 45 minutes away.

Other hotels in the Waikiki area that Coast Guard members have used and liked are the **Hilton Hawai'ian Village** (next to Hale Koa) and the **Aston and Outrigger** hotels. The

Hilton Hawai'ian Village also has a separate facility called the Hilton Lagoon Apartments which offer studio, one and two bedroom apartments at a daily rate that is within the TLA rates.

Some members with children like the far end of Waikiki because of the proximity to Kapiolani Park and the Honolulu Zoo. The **Queen Kapiolani** hotel is a good option for that location.

A popular hotel within a short walk to the district office/MSO and Coast Guard boat shuttle is the **Executive Center** hotel. The advantages are a close location for work, the availability of rooms with kitchen facilities, proximity to Restaurant Row and Aloha Tower shop complexes; the disadvantage is its business (although relatively safe) downtown location. Air Station Barbers Point is about 35 minutes away.

Two airport hotels that many military members stay at (especially the other military services) are the **Honolulu Airport Hotel** and the **Best Western Plaza Hotel**. Both hotels are located next to Nimitz highway in an industrial section. It's about a 10-15 minute drive to the district office and Base Honolulu, 30 minutes to Barbers Point, and 7 minutes to the Navy Pearl Harbor exchange and commissary complex. The disadvantages are the industrial location and a non-resort type atmosphere.

All other hotels listed in the TLA approved hotel appendix should be suitable since they are inspected and approved for TLA stay. You can always move to a different hotel if you are not satisfied, but keep in mind the better ones could be booked.

Accompanied TLA

If you are eligible for TLA after your PCS check-in, you should

OAHU TEMPORARY TLA UPH/BEQ/BOQ/REQUIREMENTS

USCG unaccompanied members reporting to the following units must contact the UPH, BEQ or BOQ facility listed below for accommodation availability. **This is for temporary quarters until permanent quarters are obtained.** Always check with your unit's Local Housing Representative or your sponsor to arrange for immediate permanent quarters assignment on arrival day. Unaccompanied afloat members are provided berthing aboard ship.

For all units attached to USCG ISC Honolulu, D14 Staff and MSO:

USCG ISC Honolulu Kukui Hall UPH (808) 832-3287 or 541-2490 (E1 - E6 personnel only)

For USCG Air Station Barbers Point:

AIRSTA Housing Officer (808) 682-2615
Pearl Harbor BEQ/BOQ Front Desk/Central Reservations
(808) 421-4500

For USCG COMMSTA:

Pearl Harbor BEQ/BOQ Front Desk/Central Reservations
(808) 421-4500
NCTAMS EASTPAC BEQ (808) 622-1792

make advance reservations at an approved TLA hotel. Unless you are able to coordinate a same day assignment to government quarters on your arrival day, at least one day TLA hotel stay is usually necessary upon arrival. Refer to the **Reporting Aboard section** for TLA rates, and to **Appendix A** for a list of TLA approved hotels.

If you anticipate a hotel stay beyond two to three days, you might want to select a hotel with kitchen facilities. Eating restaurant meals all the time loses appeal fast, especially if you have children.

Unaccompanied TLA

All unaccompanied afloat members are provided immediate berthing aboard ship. If the unit is underway, then follow the TLA requirements for ISC Honolulu.

All unaccompanied members assigned ashore will be authorized TLA only when adequate Unaccompanied Personnel Housing (UPH) or military BEQ/BOQ facilities are not available. The Coast Guard has one UPH (previously called BEQ/BOQ) facility located on Oahu. If you call ISC Honolulu UPH, and they can assign you a room, you don't need to worry about any other TLA reservations.

If the Coast Guard UPH can't provide you temporary (or permanent quarters), the Navy BEQ and BOQ **must be called** for temporary bachelor housing availability. Refer to the previous page for a listing of UPH/BEQ/BOQ facilities for your assigned unit, and follow the step-by-step procedure listed on the right. The good news is that you can call ahead of time and obtain confirmed UPH, BEQ, or BOQ accommodations.

Maui, Kauai, and Hawai'i

Call your unit for UPH/BEQ/BOQ

arrangements. Most outer island units utilize one of the 3 bedroom family houses as shared bachelor quarters, in addition to leased housing. TLA will only be authorized for unaccompanied members if quarters aren't available. Members attached to a floating unit are initially required to live aboard ship.

Members Married to Members

Members married to members who do not have children or other dependents are treated as bachelors for TLA authorization. At least one member must be assigned ashore to be eligible for TLA. These members should advise the UPH/BEQ/BOQ staff that they are in a member married to member status.

Application for Government Housing

If you have any intention of obtaining government housing, you should send an advance housing application to your unit's Local Housing Officer. Refer to the **Family Housing section** of this handbook for what and who to send your housing application paperwork to. Unaccompanied members should refer to the **Unaccompanied**

Housing section for their permanent housing options.

A Government-owned Housing Overview

Accompanied members going to units where Coast Guard housing is normally assigned (all CG units except Air Station Barbers Point and COMMSTA) can submit housing applications in advance. The Coast Guard housing office tries to provide housing assignment prior to arrival when possible, but if it is unable to do so, you must make TLA hotel arrangements. Members going to Air Station Barbers Point and COMMSTA should call the AIRSTA CG housing liaison, for

more information refer to the **Family Housing section**.

Both the Coast Guard KKH (Red Hill) housing and Air Station Barbers Point are considered satisfactory by most families. The KKH Red Hill location is more convenience if your spouse works downtown; however, the city of Kapolei (near Air Station Barbers Point) is growing and there are some employment opportunities in the Aiea and Pearl Harbor areas.

Step-by-Step UPH/BEQ/BOQ Reservation Procedures

Below is a step-by-step procedure to get the UPH/BEQ/BOQ reservation process completed. Once you know your arrival date and you unit can't provide you berthing, you should:

1. Call the appropriate UPH/BEQ/BOQ facilities listed on page 3 for a 10-day reservation (unless you know you will need it for less).
2. Identify yourself as a Coast Guard active duty member who is arriving PCS and is required to verify BEQ/BOQ availability.
3. If the reservation period (up to 10 days) is not available, it is sufficient reason to claim Non-Availability on your TLA application.

If all the required BEQ's/BOQ's provide you with a verbal non-availability, you may now make a TLA hotel reservation for up to a 10-day period. If you obtain lease or rental housing sooner, you can always check out early. Refer to Appendix A for a list of TLA hotels.

On-the-Economy Rental Housing Overview

The majority of accompanied members are able to obtain government-leased or government-owned housing at either KKH Red Hill (Coast Guard) or Air Station Barbers Point (Navy). There will be however, a minority who won't because there is not enough for everyone. Don't despair--there are nice, safe places to live on Oahu. Air Station Barbers Point members usually look near Makakilo, Ewa, Kapolei, or Mililani. If you have school age children, Mililani schools receive high satisfactory ratings from residents, and the housing rental costs are not excessive.

District and ISC Honolulu area civilian rental locations vary quite a bit more. Hawai'i Kai is popular, as is Mililani, Ewa, Aiea Heights, Foster Village, and the Windward side towns of Kailua and Kaneohe. The Windward side is less congested, has close access to some great beaches, and has some good schools.

How much will it cost? For exact costs refer to the **Housing section** for rental rates. The BAH allowance is substantial for Hawai'i. Rental rates often equal or exceed your housing allowances, depending on location, size, and market conditions. The good news is that the rental market has been soft and is expected to remain soft in 2001, so you should be able to get a decent deal on a rental. Most members who rent on the economy spend about \$100-\$200 beyond their housing allowances.

Money

How much money you should bring depends if you are single or married. In general, if you are:

- unaccompanied and provided berthing afloat or ashore, \$300 to \$500 should be sufficient.
- unaccompanied but in a TLA hotel status, \$500 to \$1000 should be sufficient.

- accompanied in a TLA status, bring up to \$2500.

Cash advances for BAH are authorized and available upon arrival to Hawai'i. Mutual assistance loans are readily available to help defray initial move-in costs (security deposit). A personal credit card is very useful during PCS travel. Out-of-state checks can be cashed at military exchanges on Oahu.

Privately Owned Vehicle
Only one vehicle can be shipped to Hawai'i at government expense. Obtain and read the booklet *Shipping Your POV* from your transportation office.

If you have a car, you should probably ship it here, because cars are more expensive in Hawai'i, and most people want a car to get around in. The main problem with owning a car in Hawai'i is the high insurance costs. Check with your present insurance to see if you can afford the higher rates. You can always sell the car here if things don't work out.

POV Shipping Ports

Your Welcome Aboard message states that the designated outbound shipping port for your POV is:

- Military Ocean Terminal, Oakland Army Base, California, phone (800) 446-0443 or (510) 466-3365.

If your permanent duty station (PDS) is not near Oakland, CA, you can select the closest shipping terminal. You can also drop your car off at a different shipping terminal, but be sure to **get counseled** by your transportation officer first. Your orders must state the port you will ship your vehicle from. The alternate POV shipping terminals are:

- Compton, CA (800) 451-4792 (310) 604-1296
- Auburn, WA (800) 362-9244

- (206) 804-8258
- Bayonne, NJ (800) 227-0878 (201) 823-6611
- Baltimore, MD (800) 631-5751 (410) 631-5751
- Norfolk, VA (800) 358-4326 (804) 444-4505
- Charleston, SC (800) 824-8496
- New Orleans, LA (800) 972-9087 (504) 678-1218
- Cape Canaveral, FL (800) 862-9471 or (407) 853-7713
- Pontoon Bch, IL (800) 275-3706 (618) 931-2777
- Lewisville, TX. (800) 438-2046 (972) 436-8864

Always call the POV processing facilities first and verify what you need to bring; the toll-free phone numbers are provided. Keep all your papers with you, don't leave any papers with the vehicle. Take the following things to the shipping terminal:

- registration or title
- six copies of your orders
- drivers license
- extra keys
- ID card
- power of attorney if someone **besides** the active duty member is dropping off the POV.

Warning: Shipping Your POV states that you can leave certain items with your car such as basic tools, fire extinguishers, first aid kits, jumper cables, child car seats, etc. **Insist that all these items are listed item-by-item on your DD-788**, otherwise you will not be able to claim them if they get misplaced or stolen during transit.

Shipping a brand new car is authorized (to Hawai'i); most POV processing facilities require the bill of sale instead of the title or registration.

Shipping a Second Car

You can't ship a second POV through the military transportation system. You are, however, entitled to **drive** a second vehicle from your permanent duty station to the closest shipping terminal on the West Coast. You will be paid mileage and MALT (if applicable). **You** can either pay to ship the vehicle from the West Coast to Honolulu or use **Opportune Lift**. (See Below)

The approximate cost from Oakland, CA, Long Beach, CA or Tacoma/Seattle, WA is \$863. Shipping to the islands of Kauai, Maui and Hawai'i costs approximately \$863 (these are CSX rates, Matson is usually slightly higher). There are two carriers that ship vehicles to Hawai'i:

Matson Navigation Company 1-800-462-8766 (you must make shipping reservation)

CSX Lines 1-877-678-7447

Leased POV Shipments

Leased vehicles require a written release from the leasing company to be shipped to Hawai'i, otherwise, the shipping facility will not accept the vehicle for shipment. Once your vehicle arrives in Hawai'i, you must also present a notarized (limited) power of attorney from the leasing company specifically permitting you to register the vehicle (Hawai'i DMV regulation). In addition, you will **not** be entitled to a non-resident military registration rate since you are not the legal owner of the vehicle.

Vehicle Insurance

Be prepared for higher insurance costs --this is a good time to call your insurance company and verify your rates for Hawai'i no-fault insurance. You will need your no-fault insurance card to get your vehicle registered, safety inspected and to obtain a military DoD

sticker.

If your present insurance company won't cover you in Hawai'i, you should switch to an insurance company that does issue Hawai'i no-fault policies while you are still at your present duty station. Coast Guard members under 25 have a difficult time obtaining affordable insurance. Be sure to ask what your Hawai'i insurance rates will be and don't hesitate to shop around.

OPPORTUNE LIFT

The Navy has a program called "OPPORTUNE LIFT" that may allow you to ship a second vehicle at low or no cost. It is offered "space available" only. There is also a chance that your vehicle shipment could be delayed due to operational requirements that may divert the Navy ships to other areas. For information, call the Opportune Lift - West Coast Coordinator, at: (619) 437-2991; Pearl Harbor (808) 473-0692.

Children and Education

Moving is a stressful time. If you have children, make sure you hand carry their:

- birth certificates
- health records
- report cards

Public School Cutoff Date

The cutoff date for Hawai'i public schools is December 31 of the year in which school begins. With certain exceptions, all children between the ages of 6 and 18 must attend school. **Kindergarten**, for which a child must be five years of age by December 31, **is optional**.

See the **Schools** section for complete health requirements and comprehensive school information.

Pets

Hawai'i requires a quarantine (minimum of 30 days) for cats and dogs. Check the PETS section of this handbook for further information. In addition, if you are unable to obtain CG-owned or DOD-owned family housing (which allows **only two** pets), you may have a difficult time finding a decent place to live, which accepts pets.

Employment

Employment opportunities for spouses are available. Refer to the **Employment** section of this handbook for more information.

Finance

Government Citibank cardholders, who qualify for TLA, may use these cards for hotels and meals. ALCOAST 065/00 states that "PCS travelers who qualify for temporary lodging allowance (TLA) and are Citibank Mastercard holders may use their government travel card to pay for hotels and meals while assigned temporary quarters. Personnel who do not have the Citibank Mastercard may apply for one before departing the old unit".

IF YOU ARE ENROUTE OVER 21 DAYS YOU SHOULD NOT USE OR TAKE ADVANCES AGAINST YOUR CITIBANK MASTER CARD. IN THESE CASES YOU WILL BE ISSUED TICKETS AND ADVANCES AGAINST THE COAST GUARD.

Once you **ARRIVE** on island, your card may be used for TLA purposes, but **ONLY** if you are authorized TLA.

Managing your bank (or credit union) account during a move doesn't have to be a problem. There are many options, but the paycheck direct deposit system, automatic tellers (cash machines) and credit cards have changed the financial

management picture.

Most members with direct deposit do not close their bank account before they transfer. They just do a change of address (often use their new unit until they obtain a new home address). This way their paycheck is still deposited into their account, which they can draw on during their move if they have an automatic teller cash card or a checking account. Many accounts can also be managed online.

Most automatic teller cash cards can be used anywhere in the 50 states. Many banks have automated toll-free phone lines to verify deposit amounts and account balances from any phone. Ask your bank about adding this capability to your account (if you don't already have it). Once you settle in here, you can close your mainland account and open a local one in Hawai'i. Your direct deposit will also have to be changed. Many members continue using their mainland bank (or credit union) because it's reliable, and many members open a second local account to keep an extra cash reserve available, until they settle.

Refer to the Internet or yellow pages for bank listings. One of the few Credit Unions Coast Guard members can join on Oahu is the **Honolulu Federal Employees Federal Credit Union**, with several locations, including:

Federal Building (808) 524-4961
Airport Branch (808) 422-7979

A California based Federal Credit Union that serves mostly Coast Guard members (many by mail) is the **SEAWEST Federal Credit Union**, phone (800) 626-6600.

Newspapers, etc.

Here is a list of daily newspapers, magazines and other material you can send for: The *Honolulu Advertiser* and the *Honolulu Star-Bulletin*

newspapers are both published by:

Honolulu Newspaper Agency
605 Kapiolani Blvd.
Honolulu, HI 96813
(808) 538-6397

Phone books are also available from:
Verizon Directories Corp
(800) 888-8448
Yellow and white phone books are available.

Chamber of Commerce of Hawai'i
1132 Bishop Street, Suite 402
Honolulu, HI 96813
(808) 545-4300

Hawai'i Visitors Bureau
2270 Kalakaua Ave., Suite 801
Honolulu, HI 96815
(808)923-1811

Hawai'i

Hawai'i Tribune - Herald Ltd.
355 Kinoole St.
Hilo, HI 96720
(808) 548-1294

Hawai'i Island Chamber of Commerce
106 Kamehameha Ave.
Hilo, HI
(808) 935-7178

Maui

Maui News
100 Mahalani
Maui, HI
1-800-827-0347

Haleakala Times
P.O. Box 1080
Makawao, HI 96768
(808) 572-9289

Maui Chamber of Commerce
250 Alamaha, Suite N16A
Kahului Maui, HI 96732
(808) 871-7771

Kauai

The Garden Island
3137 Kuhio Hwy

Kauai, HI
(808) 245-3681

Chamber of Commerce of Kauai
290 Kele St.
Kauai, HI
(808) 245-7363

Hawai'i Business Data Base Inc.
1164 Bishop St., Suite 1502
Honolulu, HI 96813
(808) 526-2287
Comprehensive reports on over 35,000 Hawai'i based businesses.

Pacific Business News
1833 Kalakaua Ave.
Honolulu, HI 96813
(808) 955-8100

Mailing Address

Where to send your mail during your PCS transfer depends on your situation. Coast Guard housing tries to assign houses before arrival, if possible. Although you receive a housing assignment letter in the mail assigning you an address, it is strongly recommended that you continue to use the assigned unit mailing address as your temporary mailing address. When you actually pick up the key or are physically assigned to the unit, then you should make the change of address to your newly assigned quarters address. Remember, receiving personal mail at your assigned unit is only authorized for 60 days (unless you live in UPH bachelor quarters) after you obtain permanent housing, in conjunction with a PCS transfer.

Car Rentals

You may need to rent a car until your shipped vehicle arrives. The best rates usually are available in advance; all the national car rental agencies rent vehicles in Hawai'i. Here are the main rental companies:

Avis	1-800-321-3712
Hertz	1-800-654-3011
Alamo	1-800-227-9633

National	1-800-227-7368
Thrifty	1-800-367-2277
Budget	1-800-527-0700
Dollar	1-800-800-4000

There is also a rental company that rents vehicles only to military members at well below the rates offered by the companies based at the airport. The company, Enterprise Rent-A-Car, is located at Hickam AFB military passenger terminal, phone **(808) 422-6915 or toll free at 1-800-RENTACAR**. The rental requirements for Enterprise Car Rental are:

- 21 years or older
- Valid driver's license
- Major Credit Card, or
- If paying in cash proof of employment other than your ID card is required.

Wherever you rent a vehicle please check at the time of rental for fees that may apply. Read the contract closely.

A Special Note To Cape May Recruit Training Graduates

Congratulations!

You made it through recruit training and have your PCS orders. Here are some hints to help make your first move in the Coast Guard:

- Don't get into debt and buy an expensive car, stereo system, etc., before you get to Hawai'i (there are plenty of stores here). Hawai'i insurance rates can run from \$1200 to over \$2400 a year for a new car with a young driver.
- Call your sponsor or new unit administrative office and let them know your plane arrival date and time.
- If a unit representative doesn't meet you at the airport, give them a call to see if they can pick you up. Call ISC Honolulu at 541-2491 if your ship is

underway. You are authorized to take a taxi from the airport if necessary; make sure you have at least \$25 cash. There is no bus service to ISC Honolulu.

- Traveling in uniform is not authorized. Contact your sponsor or unit for the uniform for reporting aboard.
- You can call the Hawai'i Work-Life staff **toll free** at 1-800- 872-4957 ext.# 314 if you get stuck and need to pass a message to your new unit.

Suggestions from Recent Recruit Training Graduates

Here are some comments and suggestions provided by recent recruit graduates assigned to one of the 378' WHEC's in Honolulu:

- Bring cold weather clothes. Both the CGC JARVIS and CGC RUSH deploy to the Alaska region for two months.
- If you are unaccompanied, don't bring too much personal stuff. You will be living aboard at first and you don't have a lot of extra storage space.
- Be prepared to work hard, especially during in port dockside maintenance periods.
- You'll be aboard with a lot of other people; your personal valuables should be kept locked up.
- Bring (or buy) your favorite music and books before you go on a two-month deployment.
- This is a very expensive place!
- Develop inexpensive (and non-alcoholic) hobbies. Doing fun new things reduces the anxiety of being a long way from home.
- Be careful with your credit cards and bills. Being on a two-month deployment isn't an excuse to forget paying your bills. You can't wait for the bills to reach you underway, try to pre-pay your upcoming bills before

you leave on patrol. Overdue bills can ruin your credit.

- Bring your car if you have one. If not, you can buy a used one from someone leaving Hawai'i.
- Traveling in uniform is not authorized. Contact your sponsor or unit for the uniform for reporting aboard.
- Learn quickly what SA and FA ratings do (for future job options)
- Don't put off taking your advancement courses; your hard work will pay off in the end.

Getting Married Enroute to Your New Duty Station

It's not a good idea to get married after graduation and immediately take your new spouse with you to Hawai'i. There are a lot of difficulties facing a new couple, such as:

- getting housing,
- transportation,
- setting up a household,
- first time away from family, your travel orders will not include your new spouse if you get married after graduation, and
- your new spouse does not have the necessary command sponsorship to come with you to Hawai'i.

If you still decide to get married, it would be best if you don't bring your spouse with you immediately. You can get everything arranged properly after you report aboard to your new Hawai'i unit.

Will the Coast Guard pay to send my new spouse to Hawai'i?

The Coast Guard will pay for your new spouse's travel (and shipping of household goods) to Hawai'i **if your marriage date is on or before your effective date of orders (EDO)**. The effective date of orders is defined as:

1. your reporting aboard date

2. minus your authorized travel time
3. plus one day

Example 1:

You report aboard ISC Honolulu on 22 November. You graduated from Cape May on 15 November and get authorized 1 day travel time to fly directly to Hawai'i. You also take 6 days leave and get married in South Carolina on 18 November and fly to Hawai'i on 22 November.

Your EDO will be: $22 - 1 + 1 = 22$ or 22 November. As long as you got married on 22 November or earlier then you will be considered married for your transfer and your spouse **will be eligible** for paid transportation and household goods shipment.

Example 2:

You report aboard ISC Honolulu on 29 November. You graduated from Cape May on 15 November and get authorized 8 days travel time to drive your car across to the West Coast. You also take 5 days leave then get married on 28 November, and fly to Hawai'i the next day (1 more travel day) and report aboard on 29 November.

Your EDO will be: $29 - (8 + 1) + 1 = 21$ or 21 November. This means **you will not receive transportation entitlements for your spouse**, because you were not married on or before your effective date of orders.

The status of your spouse travel entitlement can only be determined once you report aboard your new unit. The Coast Guard can only advise you of the EDO rule and help explain it if you aren't sure of how it works.

To get command sponsorship and entry approval of your spouse (regardless if travel entitlements are provided) you must have a copy of your marriage certificate and re-

quest command sponsorship at your new unit.

What if you arrive with your wife without getting Command sponsorship?

1. **Immediately** inform your new unit administration of the situation. Your new command will normally assist you to obtain the required approvals.
2. Without command sponsorship, you will not be eligible for family housing and some entitlements.

Have a safe trip to Hawai'i!

BEFORE YOU MOVE CHECKLIST



12 weeks before you move:

- ☐ Begin scouting out housing options. Since most members cannot afford a house-hunting trip to Hawai'i, use your sponsor (and this Handbook) to assist you in gathering information.
- ☐ Have pets checked by vet and vaccinations updated. Obtain copy of records. Refer to the **Pets Section** of this Handbook for Hawai'i quarantine rules.
- ☐ Make an inventory of possessions and their value. Photographs or videotapes may be helpful.
- ☐ Let clubs or organizations in which you serve know you are leaving.
- ☐ Take care of necessary medical, optical or dental appointments. Obtain copies of records or find out how to have them forwarded later.
- ☐ If you are going TAD in advance of PCS, have a limited power of attorney or letter of authorization drawn up.

- ☐ Go through closets, storage and drawers to sort clothes and other items to give away or sell.
- ☐ Make sure stickers from previous moves have been removed from furniture.
- ☐ Begin a PCS binder w/plastic sleeves to hold important papers needed while traveling. (See below under important papers.)

8 weeks before you move:

- ☐ If planning to vacation enroute, make hotel/motel reservations.
- ☐ Take care of auto maintenance and repairs.
- ☐ Contact your insurance company concerning auto, home and household goods. Find out about coverage on your possessions in transit, storage and about high value items.
- ☐ Close out any local charge accounts.
- ☐ Don't place any more mail order purchases.
- ☐ Check expiration dates on major credit cards.
- ☐ If in a private lease, advise your landlord/agent of your upcoming transfer with projected check-out date.
- ☐ Make an appointment with the **Transportation Officer** to get counseled on your overseas shipping entitlements, and arrange for packing and shipping of your HHGs and POV.

4 weeks before you move:

- ☐ Finalize arrangements with your Transportation Officer to ensure that the packing and pickup dates are confirmed. Remember that you are entitled to store a portion of your household goods in permanent storage on the mainland at Government expense.
- ☐ Notify schools of your move. Arrange to pick up records or

ask for the procedure for sending records to the new schools.

- ❑ Ensure all your dependents are properly listed on the Defense Eligibility Enrollment Reporting System (DEERS) and that ID cards will not expire during your move.
- ❑ Make a list of important phone numbers.
- ❑ Decide what goes with you, what to sell, what to store and what to give away. Remember, what you give away can be claimed as a deduction when filing long form to the IRS. If pets will travel separately from your family, make arrangements.
- ❑ If you have more than one shipment, know weight limits of each, decide contents and begin separating.
- ❑ If in government-owned or leased housing make arrangements with your housing representative for a pre-termination inspection and final moveout inspection.

2 weeks before you move:

- ❑ Reconfirm moving dates and times with the Transportation Office.
- ❑ Back up your important files if you own a computer. Place floppy disks in protective cases before packing in cartons.
- ❑ Dispose of flammable liquids.
- ❑ Make a list and begin setting aside items to travel with you. Contact your PERSRU for direct deposit information.
- ❑ Close out safety deposit box.
- ❑ Set aside cleaning materials to be used after packing and loading.
- ❑ Return all library books and other borrowed items.
- ❑ Retrieve all loaned out items.
- ❑ Retrieve any developed film, dry cleaning or other items.
- ❑ Renew and pick up any neces-

sary prescriptions.

- ❑ Separate professional books, papers and equipment. These items will be weighed and listed separately on your shipping inventory.
- ❑ Make a list of things to do before the movers arrive. Clear up outstanding accounts.
- ❑ Send change of address cards and leave forwarding addresses with the post office.
- ❑ Begin serious packing of items you won't need over the next two weeks.
- ❑ Arrange disconnect date with local utility companies.

The Final Week:

- ❑ Your HHG moving company should have contacted you at least 5 days prior to your packing date for a pre-move survey of your HHGs.
- ❑ Keep household inventory list on hand to carry as part of your personal luggage.
- ❑ Pick up outpatient medical records to hand carry. Confirm childcare arrangements for moving day.
- ❑ Clean and dry refrigerator and freezer. Allow to dry one or two days with the doors open.
- ❑ Remove light bulbs from lamps.

Moving Day:

- ❑ Get ready early for the movers.
- ❑ Be available for movers from 0800 to 1700, but they are authorized to work until 2100 (9 p.m.) during the May - September summer transfer season.
- ❑ Make sure cash, jewelry, important documents and other valuable items are secure. Many people lock valuables in their car trunk.
- ❑ Useful items to have on hand: markers, coffee, cold drinks and snacks for yourself and the movers.
- ❑ Verify that the mover's inven-

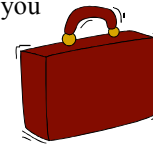
tory is detailed, complete and accurate. Don't accept any "miscellaneous" labels or entries, especially for valuable items.

- ❑ Make sure condition of belongings is accurately noted. If anything is marked scratched, dented or soiled, also note the location.
- ❑ Keep the Transportation Office phone number on hand. If any problems or questions arise, call—don't argue with the carrier or their representative.
- ❑ Confirm arrival date and time with moving company.
- ❑ Make final inspection to be sure nothing is forgotten. Look through closets, attic, basement, yard and garage.
- ❑ Complete necessary cleaning prior to your final inspection. Leave home only after the moving truck is on its way.

Important Papers

Most personnel have important papers and documents that they CANNOT afford to lose. We suggest that the following items be put aside with your other valuable items in your car trunk; do not pack them in your household goods.

These items should be hand carried with you to your next unit.



- ❑ Passports, ID cards, & immunization records
- ❑ Official birth, marriage, divorce, adoption, death certificates, wills and other securities
- ❑ Social security cards
- ❑ Car titles and, where necessary, shipping papers
- ❑ Sales receipts for household furniture and other high value items
- ❑ Insurance papers
- ❑ Official orders

- ☐ Medical and dental records
- ☐ School records
- ☐ Employment records and references
- ☐ Pet records
- ☐ Personal articles that can never be replaced
- ☐ Appraisals for jewelry and other high value items
- ☐ **This Relocation Handbook**

Any items you don't need for actual check-in could also be sent registered mail to a safe temporary, storage place, such as your parents' house.

Island Life

Basic Facts about Hawai'i

The "*Aloha from the Coast Guard*"

Time Difference

The difference between Hawaiian Standard Time and Pacific Standard Time is 2 hours. Hawai'i does not

most of the new civilian housing construction has taken place in the last five years. The major choke points are:

- ◆ Where H-1 and H-2 merge, just



A view of Waikiki and Diamond Head from Sand Island Beach Park which is close to ISC Honolulu

Hawai'i publication (which you should have received with your Welcome Aboard package) covers the history and other facts about life in Hawai'i. Just a few of the basic facts are repeated below, together with observations and comments, which were compiled from the D14 PCS Transfer Survey of all Coast Guard members stationed in the Fourteenth District. D14 has also produced a video tape entitled "Hawai'i - A Cross Cultural Experience", which is available Coast Guard-wide at each Integrated Support Command. This video provides information about ethnic diversity and the culture shock, which may take place when you and your family move to the Hawaiian Islands. Hopefully, this video and the information provided below will help you understand the rich (but different) island ethnic cultures so you can get acclimated to island life.

observe Daylight Savings Time thus when daylight savings is in effect on the mainland the time difference to the West Coast is 3 hours; 6 hours to the East Coast.

Commuting to Work On Oahu

Honolulu and the surrounding area is a fairly big city. Highway H-1 (also called Lunalilo Freeway) is the one and only highway that runs east to Diamond Head and west to Barbers Point. Although Hawai'i has a good bus system, many people drive to work and rush hour traffic (0630-0800; 1600-1800) problems develop. This is especially noticeable in early September, when nearly 250,000 students return to their classes.

The big commute delays mostly occur on H-1 from the Ewa direction (Kapolei, Waipahu, Waikale) to

Honolulu, because this is where

- ◆ past Pearl City and Highway 78 (Moanalua Highway) from Red Hill, to H-1, past Kalihi, all the way to the Punchbowl Street exit (downtown - Federal Building exit). Expect stop and go traffic between 0700-0830 and 1600-1800. That could mean an hour-long commute from Kapolei to downtown instead of the usual 35-minute drive.
- ◆ If you carpool, this time may be greatly reduced - see information about carpooling and the Zipper Lane under "Ways to beat the traffic."

Commuters coming and going from Mililani on highway H-2 should have little problem on H-2. The problems come after the H1/H2 merge when traveling toward downtown. Mililani to Sand Island or D14/MO commute is 30-60 minutes, depending on where you live. Commuters coming from the Windward side have three options

to travel westward; the Pali, Like-like, and H3 Highways. The H3 Highway offers the opportunity to bypass the downtown area by transiting the Koolau Mountains through a tunnel and merging with the H1 Freeway near Aloha Stadium, well east of the heaviest of the downtown traffic.

Ways to beat the traffic:

Live closer to your work site
Use The Bus (there is a Coast Guard subsidized mass transit program - check with your unit administration).

- Bike to work - Honolulu has some bike routes/lanes, although it's not that popular here. Check with someone who bikes to work to get the best route.

- Car pool and vanpool - There are express lanes on the congested stretches for cars with two or more persons (that means driver plus one passenger). For morning town-bound traffic on the H1, buses, carpools and vanpools with three or more occupants may use the **Zipper Lane**. This lane is actually a "contraflow" route using a lane in the opposite side of the freeway. Each weekday morning this lane is set up and opened at 0530, and then stowed again at 0900. There are 3 entrances from the normal Honolulu-bound traffic flow, but only one exit, which is near the H1 airport viaduct.

- Join a city sponsored carpool/rideshare programs. Call 677-7433 (Central Oahu), 587-7433 (DOT), 848-5555 (City & County -The Bus), 596-VANS (Vanpool Hawai'i).

- Start your commute early, which means being on the normally congested highway areas no later than 0630-0700.

Plain Talk About Life and Work in Hawai'i

Tropical Insects

Chances are you've never seen a five-inch centipede running in your kitchen or bedroom in California or North Carolina. The large insect population is a common complaint of people who don't realize that Hawai'i's great climate is great for bugs too! Ants, centipedes, roaches and mosquitoes can be troublesome. Scorpions are also known to Hawai'i residents but thankfully are relatively infrequent and are a very small variety not considered to be lethal or as dangerous as those found in the Southwestern US.

One of the important lessons newcomers learn is that food items, even packaged items like unopened crackers or cookies, can't always be stored on a cupboard shelf. Most people either put foodstuffs in the refrigerator, or double seal it in plastic bags or Tupperware containers. Keeping all counters, floors, etc. free of crumbs and leftovers is especially important here. Using some sort of insecticide periodically and keeping things clean should keep things under control.

A helper in insect control in Hawai'i homes is the gecko lizard, who is considered good luck and often chirps at night while on mosquito patrol. For additional information on insect control in Hawai'i, see the *Dealing with Insects* article at the end of this section.



Single Activities

If you are young and single, chances are that you'll never get bored if you enjoy the outdoors. Besides swimming at wonderful beaches, diving, sailboarding, golfing, sailing, hang gliding, surfing, and boogie boarding, there are many great hiking trails on the island. If you ever wanted to do triathlons, this is the place! There are plenty of nightclub activities too!

On the other hand, owning and insuring a car is a lot more expensive than in Texas or Virginia, and you can't drive more than an hour in any one direction before you get stopped by the Pacific Ocean.

Youth Activities

Fortunately, Hawai'i has a lot of child-oriented activities. Schoolage children can take advantage of school sports, band, or club programs. In addition, there are many programs sponsored by the military MWR departments:

Coast Guard MWR

CG ISC Honolulu

541-2413

831-2751 Red Hill Youth Services

Various sport and youth activities.

Most youth activities take place at the Red Hill community center and swimming pool.

Pearl Harbor Boys & Girls Club of Navy Hawai'i

Main office: 474-3071

Sports office: 474-3501; 471-0392

They do not offer childcare or preschool programs; however, they offer the following:

Soccer

Baseball

Basketball

Football

Cheerleading
Ballet/dance
Piano
Hula
Sewing
Guitar
Karate
Team programs – Torch Club

**Aliamano Military Reservation
Central Registration Office**

Office: 833-5393 (also services Ft. Shafter and Tripler)
They provide enrollment for the following:
Child development care
Preschool
Before & after school care (bus transports students to & from Red Hill Elementary)
Summer care program
Football
Soccer
Gymnastics
Ballet
Hula
Karate
They also have a library.

Hickam AFB Youth Center

Various sport and youth activities.
(808) 449-1492

Girl Scouts Hawai'i Council

[\(http://girlscouts-hawaii.org/\)](http://girlscouts-hawaii.org/)
420 Wylie Street
Honolulu, HI 96819
1-808-595-8400

Boy Scouts Aloha Council

Boy Scouts of America
42 Puiwa Road
Honolulu, HI 96819
1-808-595-6366

It's a Long Way Back Home

If you are married and your spouse is afloat, visiting your mom or dad or sister in Virginia suddenly becomes an \$800 plane ticket. On the other hand, you'll probably find out that your friends and family suddenly don't mind visiting you, now that you are in Hawai'i! Sometimes others cannot afford to come and visit you either. Fortunately there is

another option for all military members and dependents in Hawai'i. The Air Force Air Mobility Command (AMC), also known as MAC flights, provides "space available" travel on Air Force aircraft bound for various destinations. Family members may travel to the mainland, without their military spouse accompanying them, with a letter from their spouse's command. The best part of the program is it's free. For more information, contact the AMC terminal at Hickam AFB at (808) 449-1515.

Shopping

If you live on Oahu, you'll be lucky enough to have access to 30 to 50 percent (or more) cheaper groceries by shopping at military commissaries, use free military health clinics, and numerous shopping malls.

Discount stores like Costco, Wal-Mart Sam's Club and K-Mart have changed Hawai'i's retail scene dramatically, with prices comparable to military facilities. Even the Big Island (Hawai'i) and Maui has a Costco warehouse type store.

Outer Island Life

If you live on the outer islands, you won't have many military facilities, and will be shopping and getting medical care right alongside your local neighbor. But you'll be living in a Hawai'i which has long been lost in Honolulu, a much more relaxed, unhurried lifestyle - and be closer to the spirit of *aloha*. It's also the place that local Oahu residents escape to for their short vacations.

Personal Goals

What are your personal goals and needs during your tour in Hawai'i? If you are young and single, they might be very simple: Work in a billet where you can learn new things with support from your su-

pervisor, and have enough time off (and money) to try every recreational sport on the island. Or you might want to attend college at night if your duty schedule allows.

Spouse Goals

If you are married, your spouse can find a job if he or she wants to work. As covered in the **Employment Section** of this Handbook, jobs and help in finding one are available. One reason spouses work here (according to the PCS Transfer Survey) is not just to make ends meet but to have extra "play" money to enjoy trips to the outer islands or visit family back on the mainland. Attending college is another option many spouses take advantage of. See the **Schools Section** of this Handbook for college listings.

Most People Say It's a Great Place to Live

If some of the things you've read may have alarmed you (e.g., insects, high expenses), rest assured that over 75 percent of members (and their families) are **somewhat** or **very satisfied** with their tour in Hawai'i, as reported in the most recent PCS Transfer Survey. We didn't mention the wonderful people, the countless rainbows you'll see, the delicious food variety available here, the luau parties with hula shows, the pure fresh air, the military and civilian recreational opportunities, great golf courses, the cooling tradewinds and many other features that make Hawai'i America's favorite tourist destination. The local people have a motto, "Lucky you live Hawai'i."

Your Duty Station

We haven't commented on probably the most important part of your tour --your actual duty station. Regardless if you are ashore or afloat, the overall working conditions in Ha-

wai'i are probably the best in the Coast Guard. The combination of natural island beauty, the aloha spirit, our civilian and local counterparts, the beautiful year-round weather and our geographic isolation make this assignment a very unique and satisfying experience!

Ethnic Diversity

You may not be used to being surrounded by a majority of ethnic Japanese, Chinese, Filipino, Hawaiian and Korean people (and mixes thereof). During your tour, you'll meet a lot of local people who will smile and help you feel comfortable here. On the other hand, you could also meet some local people who'd rather not socialize outside their own immediate family and never invite you or your children over for a party.



Here are some hints to get acclimated fast and relatively painless:

- ◆ Taking the first step to show your *aloha* spirit pays off. If you have an overly abundant avocado or papaya tree in your yard, take a bag over to your neighbor.
- ◆ If you host a party, invite your neighbor and make it potluck. Most people love to share their favorite dishes.
- ◆ Always take your shoes or slippers off before entering a house.
- ◆ Don't get upset if you said 5:00 p.m. and they arrive 5:45 p.m. "Hawaiian time" is more relaxed.
- ◆ Drivers in Hawai'i don't honk their horn; it's considered rude. And don't cut drivers off; allow them to merge at highway on-

ramps and you'll almost always get a smile and wave.

- ◆ Don't refer to the mainland as the "states" or the U.S. Hawai'i is the 50th state and local people get offended if you imply this isn't part of the USA.
- ◆ You may not be able to differentiate between a Samoan, Tongan or a Hawai'ian when you first arrive. Visiting the Polynesian Cultural Center is a great way to get acquainted with the various Pacific island cultures.
- ◆ Try the local food, especially if you're a guest at someone's house. Although poi (mashed taro root) takes a little getting used to, some food tastes great from the start (like lomi-lomi salmon, kalua pig, chicken long rice, shoyu chicken).
- ◆ Get some aloha wear. For men, that means an aloha shirt and for women, a muu muu (a loose, long garment). Every Friday is called Aloha Friday, and businesses all over the islands wear aloha attire instead of business suits or dresses. Everyday casual wear after working hours for many people seems to be slippers, shorts, and printed T-shirts!

Culture Shock

The previous pages mentioned some of the differences that you may experience with a tour in Hawai'i. The following article on culture shock, excerpted from Dr. Gregory Trifonovitch's seminar on cross-cultural orientation, will explain some of the disorientation that affects nearly everyone who comes to Hawai'i.

Culture Shock Defined

"Culture shock" is a term used to describe the anxiety that is commonly experienced by virtually everyone who attempts to go about his or her daily affairs in the absence of

familiar patterns of communication and social interaction.

This most frequently happens when a person visits another culture for an extended period of time. The visitor's expectations, as shaped by the hidden dimensions of the home culture, clash with the expectations of his or her hosts, as shaped by the hidden dimensions of their culture.

This clash of expectations tends to make the visitor want to "fight" or "flee" as a way of coping with the confusion, frustration, isolation, and homesickness that characterize most cases of culture shock.

Culture shock does not necessarily occur only following prolonged interpersonal contact with culturally different people. For some people, the absence of familiar food or the need to become accustomed to different sleeping habits can be sufficient to cause culture shock.

Stages of Culture Shock

There seems to be distinct stages to culture shock. After an initial period of energy, you may find yourself with less energy, more interested in watching television than going out for a walk. You may find yourself thinking more about home and making comparisons between home and Hawai'i. You may also feel lonely, away from your family and friends. This is the beginning stage of culture shock.

During the middle phase, you may find you have even less energy, almost none at all. You may want to sleep all the time or eat even when you are not hungry. You may find yourself withdrawing from people and activities around you. You will begin to glamorize your own home in your thoughts, remembering only the best things about it. You may find yourself getting irritated over minor things, things that never seemed to bother you before. As you think about the comparisons

between the two places and their peoples, you might find yourself making value judgments, being critical because Hawaiians do not do things the way you do them, when that way seems obviously better.

You can decide when to end culture shock. When you come to the realization that you are a visitor spending a short time of your life in Hawai'i (most likely), that you are not a Hawaiian and do not have to act like one, you will be coming to the end of your culture shock.

Symptoms of Culture Shock

Mainland visitors experience culture shock in varying degrees, some hardly notice it at all. Below are some of the common symptoms of culture shock:

- ◆ You may feel isolated and frustrated.
- ◆ You may become nervous and excessively tired.
- ◆ You may sleep a lot, even after you should have recovered from jet lag.
- ◆ You may be excessively homesick. It is normal to miss your home, your family and friends, but if you are thinking of nothing else and writing letters all the time, perhaps even crying a lot, you are probably suffering from culture shock.
- ◆ You may feel hostile toward Hawai'i as the cause of your discomfort. Minor irritations may make you inordinately angry.
- ◆ You may become very dependent on your fellow countrymen. Of course, these friendships are important and extremely supportive. However, if you make friends exclusively from among your fellow Coast Guard mem-

bers and families, you will deny yourself one of the main benefits of your assignment -- meeting, interacting with and making new friends from Hawai'i.

Coping with Culture Shock

Almost all visitors must cope with culture shock to some degree. The following suggestions may be helpful:

- ◆ Maintain your perspective. Remember that thousands of Coast Guard members and their families have served in Hawai'i and they have survived.
- ◆ Evaluate your expectations. Your reactions to Hawai'i will be products both of the way things are and the way you expected them to be. If you feel confused or disappointed about something, ask yourself: What did I expect? Why? Was my expectation reasonable? If you determine that your expectations were not completely reasonable, you can do much to reduce the amount of dissatisfaction and unhappiness that you feel.
- ◆ Keep an open mind. People in Hawai'i may do or say things that people in your state would not do or say. Try to understand that people are acting according to their own set of values, and that these values are born of a culture different from yours.
- ◆ Do not withdraw. Withdrawing to immerse yourself in your work is not a good solution. You must face things.
- ◆ Get involved in activities sponsored by the military and civilian community such as craft fairs, music concerts, sporting events, talent shows, etc.
- ◆ Seek help. If you continue to have personal adjustment

problems, call your Work-Life staff for a free counseling referral.

Residential Neighborhoods on Oahu

Government Versus On-the-Economy Housing

The biggest concern of many accompanied members is what type of housing they will be able to obtain. As you will read in the **Family Housing Section**, government-owned housing is **not** available to all accompanied members. Only about 43% of our accompanied members reside in Coast Guard-owned housing; the rest are in DoD-owned, Coast Guard leased, and 45% reside in on-the-economy housing.

Responses from the 1994 PCS Transfer Survey indicated that those members living on the economy do like it. **You can** select where you want to live, and it can be in desirable locations like Mililani, Aiea Heights, Kailua, Waipio Gentry, Hawai'i Kai or Makakilo.

The point is, if government-owned housing isn't available when you arrive, and you are directed to obtain housing on the economy, **you can** obtain a nice rental in a good area.

Money is the other issue when living on the economy — most members report spending more for rent than they receive in housing allowances. Coast Guard housing policy states that members can pay 15% out of pocket for rental housing (of national median housing costs).

Hawai'i Costs!

Item	Civilian Supermarket	Military Commissary	Membership Bulk Store
(2%, gallon)	5.65	3.21	3.10
Beef, ground, lean (82%)	2.73	1.96	2.07
Premium Beef Hot Dogs (16oz)	3.00	1.78	1.82
Process cheese (12oz)	4.30	2.14	1.09
Cheerios (15oz)	5.55	3.23	2.52
Aluminum Foil (75 sq ft)	4.06	2.03	1.74
Breyers Ice Cream (1/2 gal)	6.35	2.77	na
Iceberg lettuce (lb)	1.28	0.96	1.09
Tomatoes (lb)	1.80	0.74	1.35
Mushrooms (8 oz pkg)	2.95	1.40	1.56
Bread (24oz)	2.35	1.93	1.77
Oranges (lb)	1.29	0.63	0.63
Orange juice MM(12 oz)	2.55	1.24	1.27
Bananas (lb)	1.29	0.55	0.68
Apples, golden Delicious	1.90	0.69	0.89
Eggs (dz)	2.20	1.47	1.49
Tuna (6.0 oz)	1.10	0.74	0.80
Peanut Butter (28 oz)	5.50	3.00	2.65
Spaghetti (1 lb)	1.75	0.96	0.68
Campbell's ® Chicken Noodle Soup	1.59	0.58	0.78
	Civilian	Military	
Movies *	\$5-6.50	\$5.50	
Reg. Unleaded Gas (gal)	\$1.92	\$1.61	
Oil change	\$35.00	\$21.00	

Notes:

1. Price survey in Honolulu, Hawai'i with identical brand name items (where possible).
2. All items listed reflect regular prices with Hawai'i 4.167% sales tax for civilian supermarkets and 5% surcharge for military commissary.
3. Promotional items were not included..
4. When shopping in civilian supermarkets, using store brand merchandise or buying "on sale" items could reduce item price.
- *Membership discount bulk stores (e.g., Costco, Sam's Club). Most items available only in multi-packs or larger quantities.
- *5. Consolidated Theaters provides discount to military personnel with military ID

Handbook

rentals.

Hawai'i Kai - near Hanauma Bay, Koko Marina shopping center, Costco wholesale.

Kapolei - new second city development, mostly single family and townhouses, by Air Station Barbers Point.

Makakilo - newer residential area above Ewa beach.

Makiki - close to downtown, least expensive apartment rental close to downtown Honolulu.

Manoa - expensive residential area by the University of Hawai'i.

Moanalua Valley - established community of older homes, close to Red Hill Coast Guard housing area.

Mililani - popular residential planned community, near Scholfield Army Barracks off highway H-2. Single family and apartment rentals.

Pearl City - mixed area of residential and rental apartments. Near major shopping center Pearl Ridge, Sam's Club and Leeward Community College.

Red Hill - the main CG-owned family housing area. Close to Aliamanu Army housing area, Aloha Stadium, Tripler Hospital, Navy exchange and commissary, Costco, K-Mart. Surrounding communities include Moanalua, Aiea and Salt Lake.

Salt Lake - near Red Hill and Pearl Harbor area, numerous high rise apartment buildings. Close to shopping and military facilities. Coast Guard leased housing in this area.

Waikale - newer residential area near Ewa Beach. Near new shopping center complex.

Waikiki - center of main tourist section, mainly hotels mixed with some residential high rise apartments. Close to tourist beaches, entertainment, U.S. Army Fort De Russy recreational area including Hale Koa hotel. Some Coast Guard leased housing in this area.

Wailupe - Coast Guard housing area. Near Diamond Head area for shopping and beaches.

Waipahu - older residential area of single family houses, townhomes

Although it varies, most members renting on the economy reported spending \$100 to \$200 out of pocket.

There are many interesting places to live on Oahu, both on the Leeward side (away from the prevailing winds) and the Windward side (facing the prevailing winds). The Leeward side tends to be drier, more built up, has the most shopping and military installations, and has a busier and more cosmopolitan flavor.

The Windward side is over the Koolau mountain range, and is reached via three highway tunnels (or by driving around the East Side of the island). It rains more, the

pace is a little slower and the residential areas are less congested.

The following section describes the main areas Coast Guard members currently reside.

Leeward Side

Aiea Heights - residential area close to military facilities, Pearl City shopping.

Diamond Head - expensive residential area. Close to shopping and beaches, Waikiki and Kapiolani Community College.

Ewa Beach - newer residential community near Air Station Barbers Point. Single family, townhouse and apartment some apartment rentals.

Foster Village - residential community close to Red Hill and military facilities. Single family housing

and apartments.

Windward Side

Kailua community, mostly single family, near great beaches, relaxed atmosphere.

Kaneohe - adjacent to Kailua, also residential community, mostly single family with good beaches, easy-going atmosphere. Adjacent to Marine Corps Base Hawai'i.

Shopping, Etc.

Shopping facilities on Oahu are numerous. Besides the fine military facilities, there are numerous malls. The following six are the largest:

1. **Ala Moana Center** - opposite Ala Moana Beach park, large stores include Sears, J.C. Penny, Macy's and a huge food court.
2. **Pearlridge Center** - near Aiea and Pearl City, large stores include Sears, J.C. Penny, Macy's, Toys-R-US, movie theatre complex, and food court.
3. **Windward Mall** - in Kaneohe, large stores include J.C. Penny, Sears and a food court.
4. **The Town Center of Mililani** - large stores include Wal-Mart, and a home improvement center.
5. **Waiale Premium Outlets** - near Waipahu, not an indoor mall, lots of manufacturers specialty stores, K- Mart, Computer City, Sports Authority and Lowe Hardware store.
6. **Kahala Mall** - Macy's, movie theatre complex and restaurants.

Dealing with Insects

A lot of newcomers have asked for advice on dealing with insects in Hawai'i. Those of you who live in

military housing usually have quarterly pest control spraying for the exterior of quarters; bi-monthly for interior of quarters. For those of you living on the economy, the following is excerpted from a October 22, 1995 Honolulu Advertiser article titled: "How to Keep Isle Critters from Driving You Buggy."

How to Keep Isle Critters from Driving You Buggy

Bugs are here for the same reason we are: no killing frosts. Yet we rail against them with our Raid and rubber slippers, praying for divine deliverance or at least a better way to keep them at bay.

Lots of local folks still grit their teeth when faced with the advance of the Ant Brigade or that roach the size of a date skittering across the wall. But nothing compares with the shock and revulsion of a newcomer.

"The flying roaches were flying over head and got caught in my hair," said a recent arrival to Hawai'i Kai from Southern California. "They *really* did a number on me."

The following is a digest of information from a new book titled "What's Bugging Me", by local authors JoAnn Tenorio and Gorden Nishida.

For most insect problems, prevention works better than almost any cure and rushing to heavy chemicals also kills some pests' natural enemies.






"The bad guys, they come back first," said Nishida. "If the good guys aren't there in enough numbers to control them, you have a population explosion and then you have a real problem."

There's good news mixed with the

bad. "We have more benign bugs than most of the other states do. We don't have ticks carrying Lyme disease or babesiosis, or disease-carrying mites," Tenorio said. "But what we have, we've got a lot of."

HAWAII INSECT IDENTIFICATION AND CONTROL GUIDE

Insect	What It's Like	Keeping Them Away	Control
Cockroach	There are 19 species in Hawai'i. Partly hardened	Keep your house very clean. Wipe up crumbs, wash dishes,	Dust with boric acid, diatomaceous earth or silica aerogels. Use bait stations

	<p>front wings, clear hind wings. Active at night (you should worry if you spot lots in the daytime). Drops feces and egg cases in various places. Will feed on almost anything. Carries disease organisms, but not proven as a disease spreader.</p>	<p>immediately, store food in sealed containers. Throw out uneaten pet food. Vacuum frequently and dispose of vacuum in sealed plastic bag. Ensure that screens, windows and doors fit properly. Seal areas around plumbing where they may enter.</p>	<p>containing hydramethylnon (like Combat), as many as you can afford in kitchens and bathrooms for heavy infestations. Place them in corners or close to walls or appliances. Exterminators can help reduce populations, allowing you to begin proper control. Sticky roach traps (motels) can help monitor roach population.</p>
<p>Ant</p> 	<p>There are 42 species in Hawai'i. Some varieties bite and/or sting</p>	<p>Keep the kitchen clean. Store food in sealed containers. Remove crumbs from pet dishes. Rinse food from containers before disposal.</p>	<p>Follow ant trail to source. Wipe away ants with soapy sponge, then tape or caulk entry holes. Chemical sprays offer only short-term relief. Instead, line crevices with desiccants like silica aerogels or other dusts like diatomaceous earth, boric acid, or pyrethrin. Use bait traps. If you know what your ants like, use a toothpick to add some of their favorite food inside the trap. Treat outdoor nests with soapy or oiling water, insecticide soap, diatomaceous earth or pyrethrin. Professionals can help find the nest.</p>
<p>Hawaiian Carpenter Ant</p> 	<p>Up to about half-inch long. Can bite painfully. Some have wings and swarm during summer nights; often confused with termites. Nests in wood (like dead trees or inside hollow-core doors). Sometimes favors paper products and fabric. Feeds at night on insects, most household food - but not wood.</p>	<p>Clear yard of rotting trees, branches, stumps, and debris piles. Make sure trees and bushes don't touch the house and provide an ant bridge. Eliminate moisture sources that invite wood rot and carpenter ants.</p>	<p>Monitor for "frass", a saw dust-like by-product of their chewing. Trace the nest and eliminate or treat. Inside nests: use Resmethrin (Term-out). Desiccant dust like silica or diatomaceous earth works more slowly. Outside nests: Pesticides using Dursban or diazinon (Spectracide). An exterminator can help treat inaccessible nests.</p>
<p>Centipede</p> 	<p>Up to nine inches long. Reddish-brown adults, blue orange young. 22 pairs of legs. Eats cockroaches and other bugs. Stings with poison glands on front pair of legs.</p>	<p>Remove hiding places (rocks, trash piles, and ground covers). Get rid of roaches and other potential prey.</p>	<p>If you must stomp, wear shoes! A perimeter of general insecticide may work, but it's slow and may drive them toward the house. Caulk or seal cracks that let them in the house. Re-landscape to minimize hiding and breeding areas.</p>
<p>Termites</p> 	<p>As if the dog days of Island summers aren't bad enough, there's Termite Night. After the sun finally sets on some hot, humid, still days between May and July, you'll switch on the lights, and there they'll be. Termites. Lots of them, swarming around lamps attracted by the light. Termites swarm when it's time for them to mate and start a new colony. Within 10 to 30 minutes they'll doff their wings (the next morning, wings will litter the ground) and drop to the ground. Male and female pairs can be seen running off in tandem. If there's wind, the termites won't swarm because they don't fly very well, or very far. They usually stay within a quarter mile radius of their last nest. But it is how they spread to a new area, so if you see them, little alarms should go off in your head. Has this place been inspected for termites recently? Treatment usually means tenting and fumigating the whole house. But for tonight, just switch off the house lights. Tomorrow, call the professionals.</p>		

REPORTING ABOARD

At the Airport

Make sure you keep your sponsor and your unit advised of your flight itinerary. All personnel arriving at Honolulu International Airport should be met by their sponsor, unless they are continuing to the islands of Hawai'i, Maui or Kauai. You and your dependents (if applicable) will be transported to a previously arranged temporary lodging accommodation or respective command for assignment to duty. If you have any arrival problems or questions, contact your assigned unit.

Unit Check-in

All members must officially check-in on arrival day, because all overseas allowances (COLA, BAH, TLA) become effective **the date of PCS check-in**. If you don't check in at **your unit** and the **Local Housing Officer**, you (and any dependents) will not be reimbursed for any TLA expenses.

In addition to checking in at their unit, **unaccompanied members** must check in with their unit Local Housing Representative. Call your unit before arriving to confirm its exact check-in procedure.

Family Housing Check-in

Accompanied members must check-in with the Local Housing Officer on the same day as arrival (except Saturdays, Sundays and holidays), or no later than the next working day.

When you check-in at the required



ISC Honolulu front gate

housing office, they will confirm the availability and eligibility for government-owned or leased housing.

If you did not apply for housing before your arrival, you must do so now. It's to your advantage to apply for housing before you arrive, because the housing office tries to assign housing by the time you arrive, if available. The **Family Housing Section** of this handbook contains instructions for submitting an Application for Government Housing (CG-5267).

If you do NOT want assignment to government housing you must obtain a release from mandatory assignment to government housing from the Local Housing Officer.

If government housing WILL be

available within 60 days then you can check into a TLA qualified hotel until government housing becomes available. If government housing WILL NOT be available within 60 days, then you must obtain housing on the economy. Refer the **Family Housing Section** for complete guidelines on looking for rental apartments or houses.

Refer to the **Family Housing Section** for detailed information about government and civilian housing.

Unaccompanied Personnel Housing

Refer to the **Unaccompanied Personnel Housing Section** in this Handbook for information about permanent bachelor housing options.

TLA PROCESSING/COLLECTION PROCEDURE

- ❑ Member checks in with unit (or ISC Honolulu Administration if unit is already underway). Orders are endorsed, and a copy of orders and endorsement for the spouse (if applicable) is made.
- ❑ Member checks in with the ISC Honolulu Transportation Office. Obtain TLA application and counseling.
- ❑ Member and/or spouse can now stay in a TLA hotel (use of government credit card is recommended). If government housing will not be available within 60 days, member or spouse must do an active search for rental housing until rental quarters are obtained (use CHRRS). For the first 10 days you must look at a minimum of 5 rentals. Thereafter, you must look at a minimum of 10 units per 10-day period.
- ❑ After 10 days of lodging charges have accumulated, member or spouse can collect TLA payment. Bring the following to the ISC Honolulu Transportation Office to process the TLA payment:
 - Power-of-attorney (if spouse is collecting)
 - Paid hotel lodging receipt (itemized)
 - Copy of orders with arrival endorsement
 - ISC HONO TLA Form-001A and 001B, completed.
- ❑ Give the completed forms to the ISC Honolulu Transportation Office. Payment will be made into your direct deposit account (members without government cards should contact the Transportation Office to arrange a different payment method). Remember that you will NOT receive your full TLA amount because your daily portion of BAH, COLA & BAS/SEPRATS are deducted.
- ❑ Repeat the same process in 10 days if you are still in a TLA status.

Barbers Point personnel: Barbers Point administration office will also process your TLA claim.

Refer to the **Before You Arrive Section** if you are looking for temporary housing.

TLA Reimbursement Procedures for Oahu

Procedures for collecting TLA payments are detailed in this section. Be sure to get a limited power of attorney for your spouse if you will be getting deployed soon after arrival.

TLA Reimbursement Procedures for the Outer Islands

Outer island members must submit the same TLA documentation. To receive payment, you must mail documentation to the ISC Honolulu Transportation Office. Payment for TLA will usually be made by direct deposit.

Non-reimbursable TLA Expenses

The following expenses incurred during your TLA period are not reimbursable:

- ◆ cost of boarding for pets
- ◆ transportation between TLA accommodations & place of duty
- ◆ automobile rentals. "Package deal" cases must present receipts which separate lodging costs from automobile rental
- ◆ child care/baby-sitting charges
- ◆ any entertainment expenses
- ◆ bar/alcoholic beverages
- ◆ phone calls (official/personal)
- ◆ tips to maids or bellboys
- ◆ valet services
- ◆ public or hotel parking

Medical and Dental Services

For a discussion on medical and dental options for active duty and family members refer to **Appendix K** in this Handbook.

ARRIVAL CHECKLIST

ARRIVAL DAY:

Check-in to your unit personally. Contact your sponsor or unit for the uniform for reporting aboard.
(call your unit before arrival to confirm their check-in requirements).

If UNACCOMPANIED and unit provides berthing:

Check-in to your berthing area. See your unit Local Housing Representative if there are any problems.

If UNACCOMPANIED and unit does NOT provide berthing:

Obtain temporary UPH/BEQ/BOQ berthing at the required facility for your specific unit (see Oahu Temporary TLA UPH/BEQ/BOQ Requirement list in the **Before You Arrive Section**).

If UPH/BEQ/BOQ is not available check-in at a TLA qualified hotel.

If ACCOMPANIED and a housing unit is already available:

Check-in to the Housing Office, arrange for an "Aloha Kit" to be delivered, and obtain keys from housing office. Members stationed on the outer islands (Maui, Kauai or Hawai'i) should contact their Local Housing Representative, OIC or Commanding Officer.

If ACCOMPANIED and a housing unit WILL NOT be available within 60 days:

Check-in to the ISC Honolulu Transportation Office to establish the status of housing availability or the administration office at Air Station Barbers Point for Barbers Point and COMMSTA personnel. Members stationed on the outer islands (Maui, Kauai or Hawai'i) should contact their Local Housing Representative, OIC or Commanding Officer.

Obtain ISC Honolulu TLA Form-001A and 001B from your unit or the ISC Honolulu Housing Office and prepare to start your search for civilian housing by contacting the Community Homefinding Relocation Referral Services office at (808) 474-1972/3/4/5/6.

Check into a TLA qualified hotel.

If ACCOMPANIED and a housing unit WILL be available within 60 days:

Check-in to the ISC Honolulu Housing Office to establish the status of housing availability or the admin office at Air Station Barbers Point for Barbers Point and COMMSTA Honolulu personnel.

Obtain ISC Honolulu TLA Form-001A and 001B from your unit administration or the ISC Honolulu Housing Office.

Check into a TLA qualified hotel and await housing occupancy.

NEXT WORKING DAY:

If you are UNACCOMPANIED and your unit does not provide permanent UPH/BEQ/BOQ berthing:

Refer to the **Unaccompanied Housing Section** for your options on leased and on-the-economy housing.

THE FIRST WEEK:

Call the POV shipment arrival office for your vehicle status (see the **POV Section** of this Handbook).

Arrange Hawai'i no-fault vehicle insurance if you haven't done so.

Call the JPPSO Office to determine status of your HHG shipment, phone **473-4497 or 473-1489**.

If you encounter problems, call **541-1501** to speak to a Transportation Specialist.

ENTITLEMENTS

For up-to-date pay entitlement information on COLA, BAH, etc., check <http://www.dfas.mil/index.htm>

2002 OAHU TLA RATES / MAX PER DAY (Based on Per Diem in effect in December 2001 but subject to change)			
With NO (or inadequate) kitchen facilities			
NUMBER OF DEPENDENTS	TLA RATE Total	MEALS & INCIDENTALS *	LODGING
Single (no dependents)	115.05	42.25	72.80
ONE (dependent) (BASE RATE)	177.00	65.00	112.00
TWO (1 dependent under 12) (1.25)	221.25	81.25	140.00
TWO (1 dependent over 12) (1.35)	238.00	87.75	150.25
THREE (2 dependents under 12) (1.5)	265.50	97.50	168.00
THREE (1 dependent under 12 and 1 over 12)	283.20	104.00	179.20
THREE (2 dependents over 12) (1.7)	300.90	110.50	190.40
FOUR (3 dependents under 12) (1.75)	309.75	110.50	196.00
FOUR (2 dependents under 12 1 over 12)	327.45	120.25	207.20
FOUR (1 dependent under 12 and 2 dependents over 12) (1.95)	345.15	126.75	218.40
FOUR (3 dependents over 12) (2.05)	362.85	133.25	229.60
* If adequate kitchen facilities are available in your room, then you will receive only 50% of M&IE amount.			
** TLA CAUTION - <u>Be prepared to receive less money than your TLA rate listed in the above chart.</u> This is because on your check-in day, PERSRU starts your BAH, and BAS (or SEPRATS) and COLA allowances. The daily portion of these allowances is subtracted from your TLA entitlement when you collect your TLA cash. If you want to know what the actual cash TLA payment would be, use the ISC TLA SOP User Guide OR call the Housing Office at (808) 541-1501/03/11.			

2002 Per Diem Rates for Hawaiian Islands			
ISLAND	PER-DIEM	Meals & Incidentals	LODGING
OAHU	177.00	65.00	112.00
HAWAII	142.00	58.00	84.00
KAUAI	249.00	73.00	115.00

MAUI	215.00	72.00	
-------------	--------	-------	--

Calculating additional dependents above base rate:

Each dependent under 12 years old adds 25% to base rate.
Each dependent 12 years and over adds 35% to base rate.

Lodging costs are "UP TO" reimbursed amounts. If lodging costs less, then you will only be paid actual lodging costs. If lodging costs more than "UP TO" maximum, you will have to pay out of pocket (from your M&IE entitlement).

Staying with friends or relatives? You are eligible for 50% of the Meals & Incidentals allowance only (No lodging entitlement), and only BAS (or SEPRATS) are subtracted from your TLA payout.

TLA CAUTION

Read the caution at left!

Your actual TLA payout will usually consist of: Your lodging expenses (up to max allowable) and only 1/3 to 1/2 of your Meals & Incidentals amount!

TLA COMPUTATION WORKSHEET

The TLA chart in this section provides your maximum TLA entitlement for Oahu but cautions that your actual payout will be lower because of BAH, COLA, and BAS (or SEPRATS) deductions. **This worksheet can provide you the exact TLA payout amount and your net daily TLA rate, if you know your lodging cost.** Members stationed on Maui, Kauai or Hawai'i can use this worksheet to determine their TLA rates. For assistance call the ISC Honolulu Travel office (808) 541-1500.

1. Find out your new units Per Diem Rate. (Use the chart on page 23 or JFTR Appendix B)

- (a) M&IE (Meals & Incidental Expenses) _____
 (b) Lodging _____
 (c) **Total Per Diem: add (a+b)** _____

2. Determine the TLA percentage multiplier for the Per Diem Rate to obtain your TLA figure. Only the dependents that accompany you to Hawai'i can be counted.

Member (unaccompanied)	65%
One Dependent only (member underway or TAD)	65%
Member with one dependent	100%
Two dependents only (member underway to TAD)	100%
Each additional dependent under 12 years old add	25%
Each additional dependent 12 years old and over add	35%

- (a) **Enter your TLA percentage multiplier** _____
 (Example: A member with a spouse and two children under 12 years of age would have a 150% multiplier)

3. Calculate your maximum TLA entitlements

- (a) M&IE: Multiply figures in 1(a) times 2(a)* _____
 (b) Lodging: Multiply figures in 1(b) times 2(a) _____
 (c) Maximum TLA entitlement (add a+b) _____
 *Note: If adequate kitchen facilities are available, use half of the M&IE rate.

4. Find out the daily allowances you will be receiving at your new unit. COLA must be computed by PERSRU with JFTR Appendix L)

- (a) Daily BAH (monthly rate divided by 30) _____
 (b) Daily BAS or SEPRATS _____
 (officers only: divide BAS by 30) _____
 (c) Daily COLA _____
 (d) **Total daily allowances** _____
 Add (a+b+c+d) _____

5. Now calculate your payout TLA. That's the TLA cash you would receive from the cashier)

- (a) Actual daily lodging cost _____
 (b) M&IE TLA rate from 3(a) _____
 (c) Actual total TLA entitlement: add (a+b) _____
 (d) Total daily allowances from 4(e) _____
 (e) **Subtract line d from line c (c-d)** _____
 (f) **Enter your maximum TLA from 3(c)** _____

Compare lines (e) and (f). You will receive the LOWER amount from the TLA cashier to pay for your lodging and meals. Lower dollar amount is: \$ _____

EXAMPLE

(EXAMPLE ONLY - DO NOT USE THESE FIGURES)

Member with spouse and 2 children is looking for TLA hotel accommodations.

- PCS to Oahu
- Rank: E-6
- Time in service: 10 years
- One child is under 12 and one child over 12 years
- Hotel does not have adequate kitchen facility available
- Lodging cost is \$128.00

1. Per Diem

- (a) M&IE (Meals & Incidental Expenses) \$ 70.00
 (b) Lodging \$110.00
 (c) **Total Per Diem: add (a+b)** **\$180.00**

2. TLA percentage multiplier

Member w/dependent (spouse)	100%
Child under 12	25%
Child over 12	35%

- (a) **TLA PERCENTAGE MULTIPLIER**
160%

3. Calculate your maximum TLA entitlements

- (a) M&IE: Multiply figures in 1(a) times 2(a) \$112.00
 (b) Lodging: Multiply figures in 1(b) times 2(b) \$176.00
 (c) **Maximum TLA entitlement (add a+b)** **\$288.00**

4. Find out the daily allowances you will be receiving at your new unit.

- (a) Daily BAH (monthly rate divided by 30) \$35.86
 (b) Daily SEPRATS \$ 7.67
 (c) Daily COLA \$ 7.78
 (d) **Total daily allowances Add (a+b+c+d)** **\$51.31**

5. Calculate your payout TLA. (That's the TLA cash you would receive from the cashier)

- (a) Actual lodging cost \$128.00
 (b) M&IE TLA rate from 3(a) \$112.00
 (c) Actual total TLA entitlement: add (a+b) \$140.00
 (d) Total daily allowances from 4(d) \$ 51.31
 (e) **Subtract line d from line c (c-d)** **\$ 88.69**
 (f) **Enter your maximum TLA from 3 (c)** **\$288.00**

Compare lines (e) and (f). You will receive the LOWER amount from the TLA cashier to pay for your lodging and meals. Lower dollar amount is **\$88.69**.

MONTHLY BASIC PAY TABLE

Note: For up-to-the-minute changes, go to
<http://www.dfas.mil/money/milpay/pay/01-2002.pdf>

BASIC PAY

Effective: January 1, 2002

Pay Grade	Cumulative Years of Service ^{1/2/3}														
	Under 2	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20	Over 22	Over 24	Over 26
O-10 ^{1/2/}												11,601.90	11,659.20	11,901.30	12,324.00
O-9 ^{1/2/}												10,147.50	10,293.60	10,504.80	10,873.80
O-8 ^{2/}	7,180.20	7,415.40	7,571.10	7,614.90	7,809.30	8,135.10	8,210.70	8,519.70	8,608.50	8,874.30	9,259.50	9,614.70			
O-7 ^{2/}	5,966.40	6,371.70	6,418.20	6,657.90	6,840.30	7,051.20	7,261.80	7,472.70	8,135.10	8,694.90	8,694.90				8,738.70
O-6 ^{2/}	4,422.00	4,857.90	5,176.80		5,196.60	5,418.90	5,448.60		5,628.60	6,305.70	6,627.00	6,948.30	7,131.00	7,316.10	7,675.20
O-5 ^{2/}	3,537.00	4,152.60	4,440.30	4,494.30		4,673.10	4,813.50	5,073.30	5,413.50	5,755.80	5,919.00	6,079.80	6,262.80		
O-4 ^{2/}	3,023.70	3,681.90	3,927.60	3,982.50	4,210.50	4,395.90	4,696.20	4,930.20	5,092.50	5,255.70	5,310.60				
O-3 ^{2/}	2,796.60	3,170.40	3,421.80	3,698.70	3,875.70	4,070.10	4,232.40	4,441.20	4,549.50						
O-2 ^{2/}	2,416.20	2,751.90	3,169.50	3,276.30	3,344.10										
O-1 ^{2/}	2,097.60	2,183.10	2,638.50												
O-3E ^{2/ & 3/}				3,698.70	3,875.70	4,070.10	4,232.40	4,441.20	4,617.00	4,717.50	4,855.20				
O-2E ^{2/ & 3/}				3,276.30	3,344.10	3,450.30	3,630.00	3,768.90	3,872.40						
O-1E ^{2/ & 3/}				2,638.50	2,818.20	2,922.30	3,028.50	3,133.20	3,276.30						
W-5 ^{2/}												4,965.60	5,136.00	5,307.00	5,478.60
W-4 ^{2/}	2,889.60	3,108.60	3,198.00	3,285.90	3,437.10	3,586.50	3,737.70	3,885.30	4,038.00	4,184.40	4,334.40	4,480.80	4,632.60	4,782.00	4,935.30
W-3 ^{2/}	2,638.80	2,862.00		2,898.90	3,017.40	3,152.40	3,330.90	3,439.50	3,558.30	3,693.90	3,828.60	3,963.60	4,098.30	4,233.30	4,368.90
W-2 ^{2/}	2,321.40	2,454.00	2,569.80	2,654.10	2,726.40	2,875.20	2,984.40	3,093.90	3,200.40	3,318.00	3,438.90	3,559.80	3,680.10	3,801.30	
W-1 ^{2/}	2,049.90	2,217.60	2,330.10	2,402.70	2,511.90	2,624.70	2,737.80	2,850.00	2,963.70	3,077.10	3,189.90	3,275.10			
E-9 ^{2/ & 4/}							3,423.90	3,501.30	3,599.40	3,714.60	3,830.40	3,944.10	4,098.30	4,251.30	4,467.00
E-8 ^{2/}						2,858.10	2,940.60	3,017.70	3,110.10	3,210.30	3,314.70	3,420.30	3,573.00	3,724.80	3,937.80
E-7 ^{2/}	1,986.90	2,169.00	2,251.50	2,332.50	2,417.40	2,562.90	2,645.10	2,726.40	2,808.00	2,892.60	2,975.10	3,057.30	3,200.40	3,292.80	3,526.80
E-6 ^{2/}	1,701.00	1,870.80	1,953.60	2,033.70	2,117.40	2,254.50	2,337.30	2,417.40	2,499.30	2,558.10	2,602.80				
E-5 ^{2/}	1,561.50	1,665.30	1,745.70	1,828.50	1,912.80	2,030.10	2,110.20	2,193.30							
E-4 ^{2/}	1,443.60	1,517.70	1,599.60	1,680.30	1,752.30	NOTES: 1. While serving as JCS/Vice JCS, CNO, CMC, Army/Air Force GS, basic pay is \$13,598.10 (See note 2). 2. Basic pay for an O-7 to O-10 is limited by Level III of the Executive Schedule which is \$11,516.70. Basic pay for for O-6 and below is limited by Level V of the Executive Schedule which is \$10,133.40. 3. Applicable to O-1 to O-3 with at least 4 years & 1 day of active duty as a warrant and/or enlisted member. 4. For the MCPO of the Navy, CMSgt of the AF, Sergeant Major of the Army or Marine Corps, basic pay is \$5,382.90. Combat Zone Tax Exclusion for O-1 and above is based on this basic pay rate plus HFP/IDP. 5. If there is no amount under cumulative years of service the immediately to the left applies.									
E-3 ^{2/}	1,303.50	1,385.40	1,468.50												
E-2 ^{2/}	1,239.30														
E-1 (4mos +)	1,105.50														
E-1 (<4 mos)	1,022.70														
Cadets/Mid-shipmen	734.10														

UNACCOMPANIED PERSONNEL HOUSING

Permanent Bachelor Quarters

This section deals with **permanent housing assignment** for unaccompanied members. If you are initially checking into your new unit and government assigned berthing or quarters are not immediately available, you must follow the Oahu Temporary TLA UPH/BEQ/BOQ Requirements listed on page 4 in the **Before You Arrive Section** of this Handbook. If you check into a TLA approved hotel without checking with the required UPH/BEQ/BOQ, you will be denied TLA entitlements.

Personnel Assigned to Ashore Units

There are no government bachelor quarters (Coast Guard-owned or leased) available for:

- Enlisted personnel or
- Commissioned Officers

Leased quarters are not available because BAH entitlement (plus 15% maximum out of pocket cost) exceeds average one bedroom rental costs.

Personnel Assigned to Afloat Units

All unaccompanied personnel, E-1 through E-4 reporting for duty to any Coast Guard **afloat unit** on Oahu will be assigned berthing aboard ship upon check-in.

All unaccompanied E-5 and above, and Commissioned Officers as

signed to floating units either live on board ship or are eligible to draw BAH and live on the economy.

Personnel desiring to obtain government quarters ashore must submit a written request via the ship's **Local Housing Representative (LHR)**. The command can impose an afloat berthing break-in period

sizes vary from 171 to 192 square feet.

There are eight TAD rooms available. Four of the TAD rooms are double occupancy. Each room has a refrigerator, microwave and new furniture. Adjoining rooms share a bathroom. The UPH has centralized air conditioning, a storage room, laundry facilities, small library and



Kukui Hall, ISC Honolulu's Unaccompanied Personnel Housing. Galley, gym, and out-door swimming pool are close by

for new crewmembers (depends on

the command). The ship's LHR must release crewmembers to obtain government quarters ashore and forward the member's housing application with the attached approved chit to the Local Housing Officer for assignment to UPH berthing.

Kukui Hall

Kukui Hall, ISC Honolulu's Unaccompanied Personnel Housing located on Sand Island, is a newly renovated building that has 44 rooms which are divided among

one- and two-person rooms. Room

a TV lounge.

Note: The population of the on-Base UPH housing consists entirely of E2-E3 members assigned afloat. All petty officers are housed in off-base UPLH housing or in three bedroom units at KKH.

Unaccompanied Personnel Leased Housing

Unaccompanied E-4 members afloat are eligible for UPLH (Unaccompanied Personnel Leased Housing). The actual assignment is done by the Local Housing Manager at the ISC Honolulu Housing Office.

UPLH consists of three-bedroom apartments or townhouses located within the civilian community. Three persons are usually assigned to share a three-bedroom unit. Most leased housing units are unfurnished except for refrigerators and stoves.

BEQ/UPH or government leased quarters are NOT available to voluntary geographic bachelors.

COMMSTA Honolulu

All unaccompanied personnel, E-1 through E-6 assigned to COMMSTA Honolulu, will initially be assigned permanent quarters in the NCTAMS BEQ if available.

If BEQ quarters are unavailable, COMMSTA personnel may obtain an on-the-economy rental (and receive BAH).

Contact your unit Local Housing Representative for more details.

Air Station Barbers Point

All unaccompanied personnel, E-1 through E-6 receive BAH to obtain an on-the-economy rental.

Contact the Coast Guard Air Station Barbers Point Local Housing Office at (808) 682-2615 for more details.

Looking for Civilian Rentals

In addition to the classified ads in the newspapers, members looking for on-the-economy rentals should use the **Community Homefinding Relocation Referral Services** (CHRRS) Office. The CHRRS is a military agency that has many civilian rental listings, and will assist you in obtaining a satisfactory rental with the right contract terms.

CHRRS Main Office

Located:

Fort Shafter Family
Housing Office
Building 344
Fort Shafter, Hawai'i.

Hours:

M-F, 0730-1530
(except for Wednesday
when it's 0730-1130)

Phone:

808-438-9477/1806
Fax: 808-438-0893

Remember that if you are in a TLA status looking for on-the-economy rentals, you must follow the Oahu Temporary TLA UPH/BEQ/BOQ Requirements listed on page 3 in the **Before You Arrive** section of this Handbook.

Outer Islands Listings

Outer island units have a mix of leased and owned government quarters for most unaccompanied members. On-the-economy housing is an option if government quarters are unavailable.

FAMILY HOUSING

Coast Guard Housing Organization

Area Housing Authority (AHA)

The AHA is responsible for the overall administration and execution of the Coast Guard's housing program in the Fourteenth District. Commanding Officer ISC Honolulu is the designated AHA for Coast Guard housing, owned and leased.

Area Housing Officer (AHO)

Is responsible to the AHA for overall administration of the Coast Guard's Housing Program within District Fourteen's area of responsibility.

Local Housing Officer (LHO)

The LHO is responsible for the overall administration, planning and execution of guidelines and policies governing housing on Oahu. The LHO is the primary point of contact for assignments, complaints, suggestions, information and other housing matters.

Local Housing Representative (LHR)

Each unit has a designated collateral duty Local Housing Representative who can assist unit members in dealing with housing issues. Ask your sponsor for the name of your LHR.

Housing Types on Oahu

Members assigned to the 14th District should be prepared to live in any of the housing types listed.



Coast Guard owned housing at KKH phase 2, Point Welcome Place.

*Only members assigned to AIRSTA Barbers Point and COMMSTA Honolulu can reside in DOD-owned housing.

The LHO makes assignments to CG-owned or leased housing when available. All others live on-the-economy. The Housing Office cannot predict housing availability or guarantee assignment. Members should also be aware that Coast Guard leased housing may only be available where pets are not allowed.

ON THE ECONOMY HOUSING

Members **will be required** to locate housing on-the-economy due to one or more of the following reasons:

1. No vacancies in owned hous-

ing

2. Not eligible for leased housing.
3. Lease eligible but lease funds are not available.

Leased Housing

ISC Honolulu AHA manages four Coast Guard leased quarters to supplement CG-owned housing.

The government pays for all lease Costs including basic utilities (electricity, gas, and water).

Most CG leased housing units are three-bedroom apartments or townhouses. They are located in the civilian community within an hour commute (usually much less) of your duty station. Each CG leased housing unit has been inspected by the Coast Guard for adequate size, facilities, safety, and surrounding community.

The criteria for assignment to Coast Guard leased quarters are based on:

- Pay grade
- Bedroom Eligibility
- Housing Allowances
- Control date

Headquarters/ISC Honolulu's leased policy is subject to annual change. Call the Housing Office at (808) 831-2766 to check on current eligibility and availability.

DoD Housing

If you are being stationed at Air Station Barbers Point or COMMSTA Honolulu, **contact the CG Air Station's Housing Officer at (808) 682-2615 if you desire government-owned family housing.**

Mail or fax the following applications to the Coast Guard Barbers Point housing officer:

1. Form CG-5267 (Application for Government Quarters)
2. Form CG-4170 (Dependency Verification)
3. Copy of your orders
4. Copy of entry approval

Mailing Address:

Commanding Officer
USCG Air Station
Barbers Point, HI 96862-5800
Attn: Housing Officer

The fax number is (808) 682-2663. The Coast Guard has an agreement with the DoD to occupy 71 DoD Navy housing units. The actual Barbers Point housing assignments are managed by the Navy Aloha Center at Pearl Harbor (808) 474-1800, located at 988 Spence Street (BLDG 2562), Honolulu, HI 96818-3913 located adjacent to the

Moanalua Shopping Center. **Note that advance housing applications are not accepted by the DoD;** members are not placed on the housing assignment waiting list **until** they report aboard. However, if you send in your application to the CG AIRSTA housing officer, they will coordinate the assignment (and smooth the process).



CG-Owned Housing

The Coast Guard owns 325 housing units on the island of Oahu. CG-owned housing is located in three different areas on the island and provides housing to Coast Guard personnel and their families.

Kia'i Kai Hale (means "Home of the Guardians of the Sea")

This is the largest housing area for the Coast Guard in Hawai'i containing 318 houses situated six miles from downtown Honolulu and three miles from Pearlridge Shopping Center. The housing area is divided by Moanalua Freeway (Highway 78) into Phase One and Phase Two.

Phase One was constructed in 1968 and Phase Two was built in 1974. Kia'i Kai Hale is commonly referred to as "KKH" or "Red Hill".

The officer housing consists of

three and four bedroom single family units and duplexes and two bedroom townhouse units. The enlisted personnel housing are two, three, and four bedroom multi-family townhouse units.

Housing Features

The following features are typical of KKH government-owned housing:

- Tile or linoleum flooring (no carpets)
- Dishwasher in Kitchen
- Ceiling fans in most rooms
- Refrigerator/Stove
- Screened Porch (called lanai)

Not provided:

- Washer and Dryer
- Air Conditioners (can be purchased and installed by member if desired). If you bring an air conditioner with you, make sure that it has an Energy Efficiency Rating (EER) of 9.0 or higher. You will not be allowed to install an air conditioner with an EER Rating of less than 9.0.
- Garbage cans

ISC housing is continuously upgrading the housing units, recent improvements included window replacements, concrete porch expansion, carport renovation and new playground construction. Most yard maintenance tools (mowers, weedwackers, etc.) can be borrowed from the housing office self-help department.

Wailupe Quarters

Six houses are located in Aina Haina on the Wailupe Peninsula, between Diamond Head crater and Koko Head crater. Only Coast

Guard captains reside in these quarters. They are all duplexes with the exception of Quarters A and Quarters D/E, which are single family units.

Diamond Head Quarters

This famous Hawai'i landmark is located at the base of Diamond Head crater and serves as the residence of the Fourteenth Coast Guard District Commander.

HOUSING ASSIGNMENT POLICY

ASSIGNMENT TO GOVERNMENT QUARTERS

Government quarters are defined as owned or leased. Separate waiting lists shall be maintained and administered as prescribed in paragraph 6.D.8 of the Housing Manual. Assignment priority is based on:

- Control date
- Bedroom eligibility.

The **control date is defined** as the actual report date, or date of the housing application, whichever is later.

Bedroom eligibility is defined as the number of bedrooms you are eligible for. The number of bedrooms depends on the age and gender of your dependent children. Refer to the bedroom eligibility chart in this section.

Can two-bedroom eligible members ever get assignment to a three bedroom housing unit?

Yes, because at various times in the housing assignment cycle, there could be insufficient applicants (three- bedroom qualified members for three- bedroom housing unit) for those specific housing sizes.

The waiting lists are maintained at the Housing Office. **Housing as-**

signment information (such as address) can't be provided until the actual housing assignment is made.

HOUSING APPLICATION AND WAITING LIST

The housing application process is started when your current unit requests overseas entry approval. Once your entry approval request message is received, the housing office will review it. If the request contains all of the information contained on the **requesting entry approval** insert, then the request itself will constitute your housing application and your name will be placed on the appropriate housing waiting list.

Reasons for your REMOVAL from the Coast Guard housing assignment waiting list are:

1. Member is assigned government quarters.
2. Member is offered and refuses government quarters.
3. Government quarters are not available and member is released and directed to reside on-the-economy.
4. Member requests removal if mandatory assignment is not in affect.

Personnel will not be moved into Coast Guard owned or leased quarters unless they have at least one year remaining on their tour.

Policy Waivers

Waivers to assignment policy stated above must be directed to the Local Housing Officer via your chain of command.

Applying for Housing on Kauai, Maui, or Hawai'i (Big Island)

Each outer island unit manages its own members' assignment to government quarters. The following

Coast Guard-owned housing units are located on the outer islands:

Station Maui: Six detached, three-bedroom housing units

CGC KISKA: Five detached, three-bedroom housing units

CGC KITTIWAKE: Six detached, three-bedroom housing units

Usually, one or more of the family housing units is used for bachelor UPH designated housing. Leased housing is also available for bachelor and family housing to qualified members.

Send the four application items listed in the previous DoD Housing Section directly to the local unit's Commanding Officer or Officer-in-Charge.

Arranging HHG Deliveries with TOPS

Once you are ready to take possession of your household goods, you must call JPPSO Pearl Harbor at (808) 473-4497 or 473-1489 for HHG status and to arrange delivery.

Contact the Coast Guard Transportation Officer at (808) 541-1501/1503 for assistance if any problems with JPPSO Pearl Harbor can't be resolved.

Refer to **Appendix B** for detailed information on household good deliveries and damage claim procedures.

Guidelines on Obtaining Housing in the Community

If you have been advised by the Local Housing Officer that government quarters will not be available **within 60 days** of your arrival on the island, you will have to find

housing on-the-economy. An "adequate search for housing" is detailed in the **Your Housing Search** Section.

All members are strongly urged to contact the **Community Home-finding Relocation Referral Services** (CHRRS) Office at (808) 438-9477/1806 before searching for civilian housing.

CHRRS is a free military agency that has many rental listings, and will assist you in obtaining a satisfactory rental with the right contract terms.

All members and dependents are strongly encouraged to use the CHRRS to expeditiously find civilian housing. **The CHRRS Office will:**

- Advise you of the overall rental situation on the island
- Provide free transportation for the service member and/or spouse to view the rentals
- Review the rental lease with you to make sure it contains the necessary clauses for your protection

Only adults may ride in the government vehicle; no children are allowed. You may follow in your own POV.

Before utilizing CHRRS's services, members must have completed in processing through their individual commands. This includes being briefed on housing allowances and rental affordability.

Your unit will provide you with an ISC Honolulu TLA package in which you must record the rental units you examine. **To receive TLA payments, you must look at a minimum of five rental units in the first 10 days.** After the first 10 days, you must look over at least 10 units per 10-day period to be able to remain in a TLA status.

Rental Housing Costs

The Honolulu area rental housing costs are high. Most one-bedroom units are in low-or high-rise apartments, but a few townhouses are available. Two-and three-bedroom units are found in high-rise apartments or townhouses. Three bedroom units are mostly single family houses. Four-and five-bedroom units are all single family houses and are extremely difficult to find.

Because nearly all rentals require first and last months rent plus a security deposit (expenditures could total from \$2000 to \$3000), members can request an advance of BAH to help pay for these up-front costs. A request to ISC Honolulu PERSRU for an advance payment of up to three months of BAH is made through your unit administration. Contact the PERSRU at (808) 541-1568 for details. Mutual assistance loans are also granted (for security deposits only).

Buying Real Estate

Very few active duty Coast Guard members choose, or are able, to purchase their own home on Oahu. The 1998 average price for a three-bedroom detached house was \$315,000. Two-and three-bedroom townhouses are available starting at \$190,000.

Your Housing Search

An adequate search for housing consists of the following (while in a TLA status):

1. During the first 10-day period of TLA, at least 5 units must be looked at. The member or family must look at at least 10 suitable and available housing units in successive 10-day periods. Each housing unit must be available for rental (not already rented).
2. Each of the 10 units is within the BAH + 15% out-of-pocket limits of the member(s) allow-

ances and meets the minimum bedroom requirements.

3. Each of the 10 units is suitable in that each unit that meets the requirements of the member or dependents. (For example, if the family has a pet, units that allow pets)
4. The member or dependents involved considers only those units within reasonable commuting time. (Units outside the commuting area may be considered if the member or dependents are voluntarily willing to travel a longer time or distance.)

Non-arrival or lack of personal POV (CHRRS provides free transportation), and non-arrival of HHG (Coast Guard provides free furniture; kitchen and linen kits) are **not valid reasons** for failure to look for suitable housing or for signing a lease.

Adequate Rental Unit

The Coast Guard definition of an adequate rental unit is:

1. A complete dwelling unit with private entrance, bath and kitchen for the sole use of the occupants, and so arranged that both kitchen and bedrooms can be entered without passing through bedrooms.
2. The unit must be well constructed and in a good state of repair with kitchen equipment provided or available on a rental basis.
3. The unit must be located in a residential area which meets acceptable standards for health sanitation and which is not subject to offensive fumes, industrial noises and other environmental features hazardous to the health of the occupants.
4. A member may choose to rent a unit that does not conform to the above definition.

Because the CHRRS lists only housing units that meet the above adequacy criteria and whose landlords have signed a statement of nondiscrimination, it benefits you to look at units that are listed by the CHRRS office.

Justifiable Rental Rejection

With written documentation, the following conditions can justify a refusal to accept a rental unit (while in a TLA status).

- The combined rental fee and cost of utilities (except telephone), are beyond the member's means. The unit is considered by the Coast Guard to be too expensive.
- The distance to school seems excessive or there is a lack of public transportation.
- The rental unit is located in a "bad" or "high crime" neighborhood.

The member must provide detailed substantiation of either or both of these factors to justify not renting.

Examples of Invalid Reasons to Reject a Rental Unit

The following are some examples of invalid reasons to reject a rental unit (while in a TLA status)

- Lack of enclosed garages
- Lack of exterior storage
- Lack of fenced yards
- Commute times up to one hour

CAUTION

If you are in a TLA status and are searching for an on-the-economy rental, you must be careful what reasons you provide for not accepting a rental on the Record of Housing Search. You can be denied TLA payment if you refuse rentals for invalid reasons. Call the

ISC Honolulu Transportation Officer at 541-1502 if you have any questions.

Commuting Distances

- Most community residences are considered to be within reasonable commuting time of any duty station on Oahu (one hour commute by a privately owned vehicle, one way, during rush hours and no further than 30 miles from the installation).

Private Lease Information

A member should not enter into a lease unless the landlord has included a military clause that releases the member from the lease in event of PCS orders.

All landlords listed with CHRRS include the **primary military clause** in the lease. This clause requires the landlord to release the member from the lease when the member has been issued PCS orders to another geographic location. **In Hawai'i, 28 days written notice must be provided to the landlord.**

Many landlords will incorporate a **second military clause** in the lease. This additional clause releases the member from the lease when the member is assigned to government housing. Incorporation of this clause is voluntary on the part of the landlord. Again, 28 days notice must be provided to the landlord. Rental unit listings provided by the CHRRS indicate which landlords offer the second military clause (all CHRRS listings have the first military clause). The majority of landlords offer the second military clause but even those who do not may be willing to negotiate inclusion of the second military clause. We strongly recommend that you consult with a

CHRRS housing referral specialist prior to making or signing any lease with a landlord. Such consultation will ensure that you fully understand your obligations under the lease terms and conditions.

Also, housing referral specialists are able to assist you in negotiating with the landlord.

Aloha Kits

KKH Red Hill

Coast Guard families moving into KKH Red Hill are eligible to checkout Aloha Kits consisting of the following items. These Aloha Kits must be checked out in their entirety.

Silverware Table:

16ea	fork
8ea	knife
8ea	spoon
4 ea	lg. plate*
4 ea	sm. plate*
4 ea	soup bowl*
4 ea	coffee cups*
4 ea	plastic drinking cups
1 ea	pitcher 2 qt.*
1 ea	lg. mixing bowl
1 ea	sm. mixing bowl
1 ea	dish rack w/tray
1 ea	lg. fry pan
1 ea	sm. fry pan
1 ea	lg. pot
1 ea	sm. pot
1 ea	serving spoon slotted
1 ea	cutting knife
1 ea	peeling knife
1 ea	bread knife
1 ea	serving fork
1 ea	spatula
1 ea	strainer
1 ea	lg. cutting board
1 ea	can opener
1 ea	bottle opener
1 ea	peeler beggie
1 ea	measuring cup set
1 ea	13pc microwave set
1 ea	lg. casserole dish
1 ea	sm. casserole dish
2 ea	kitchen towels
1 ea	bake sheet set (4pc)
2 ea	potholders

2 ea	coasters
1 ea	ladle
1 ea	measuring spoon set
2 ea	shower curtain
1 ea	broom/dust pan 1 ea
1 ea	13" color tv w/remote
1 ea	microwave oven
1 ea	coffee maker
1 ea	clock/radio
1 ea	iron/ironing board
1 ea	toaster
1 ea	washer
1 ea	dryer
1 ea	couch w/cushions
1 ea	chair w/cushions
1 ea	coffee table
1 ea	TV stand
3 ea	dressers*
1 ea	folding table*
4 ea	folding chairs*
1 ea	full futon bed
2 ea	twin futon beds*
4 ea	blankets*
4 ea	pillows*
4 ea	pillow cases*
8 ea	sheets (flat)*
4 ea	bath towels*
4 ea	wash cloth*

* items can be increased if family population is more than four (4).

** Also available upon request

Baby crib w/mattress*

High Chairs**

NOTE:

Aloha Kits are checked out for a total of 2 months, but can be extended upon request to the Housing Maintenance Office. Aloha Kit sizes are based on family population of four (4).

After you are moved in and need yard work items to keep things tidy, the Housing Office maintains an inventory of Self-Help Equipment that can be checked 24 hours at a time. These items range from Shovels to Mango Pickers. If interested to see if a particular item is carried in the inventory have your sponsor check it out.

On-The-Economy and Leased Accompanied and Unaccompanied are eligible for the Aloha Kits

located at ISC Honolulu Housing Office on a first come first served basis. The member must arrange for pickup and return. Call the ISC Honolulu Housing Office at (808) 831-2766 for more information.

Barbers Point and COMMSTA

Coast Guard members assigned to Barbers Point housing or COMMSTA can obtain hospitality kits from the Armed Forces YMCA 682-0504, Bldg. 4285. A kit with kitchen and linen items rents for \$20 per 30 days; this price includes a \$10 deposit for E-6 and below. E-7 and above is \$25.00, which also includes the \$10 deposit. Since other items are also offered, and hours vary, it is desirable to call first. Note: The Coast Guard also offers Aloha Kits; however, they must be picked up and returned by the member.

Pearl Harbor

The Navy Hospitality Kits are available at the Fleet & Family Service Center, Bldg 193, Pearl Harbor. **Unaccompanied and accompanied** members can obtain these kits. Since hours of operation vary and they do offer other items, it is recommended that you call 473-2220 or 473-4222 for more information.

Purchase of a Home

A member who is purchasing a home will be allowed to remain in an arrival TLA status not to exceed 60 days, commencing on the date the member arrived in Hawai'i. This authorization is contingent on the member:

- Applying and remaining on the active housing waiting list
- Actively seeking temporary quarters prior to closing
- Notifying the LHO immediately upon reporting of the intention to purchase a home

- Providing Record of Housing Search forms which indicate an aggressive, diligent search for a home
- Promptly providing the LHO with a copy of each DROA* executed (offer to a seller)
- Providing the final DROA accepted by a seller to the LHO

*DROA= Deposit, Receipt, Offer and Acceptance document

A member purchasing a home is not required to look at a minimum number of homes for sale in any 10-day period. TLA may be paid for the days prior to the day government quarters, which were offered and declined, were available for occupancy. Voluntary removal from the active housing waiting list will result in immediate TLA termination. Delay in consummating the purchase of a home is not sufficient reason to justify an extension of arrival TLA. Please call the ISC Honolulu Housing Office for additional clarification at (808) 831-2766.

Utilities, etc.

Depending on where you live, you need to arrange phone, cable, etc.

Verizon Hawai'i

(808) 643-3456

Cost to install is \$45.50. There is no deposit required.

Oceanic Cable

(808) 625-8100

Cost to install is \$40.00 for the first jack; \$24.00 for each additional jack. Call Oceanic for a list of services and prices.

Hawaiian Electric Co.

(808) 548-7311

Basic electric rates.

Monthly Utility Rates

Size	# Occ	Avg Cost
------	-------	----------

1 bedroom	1	\$ 44 - \$ 77	3 bedroom	4	\$111 - \$159	Source: HECO, Oct 2001 (no A/C)
1 bedroom	2	\$ 54 - \$ 91	4 bedroom	5/6	\$132 - \$193	
2 bedroom	3	\$ 84 - \$127				

Minimum Bedroom Requirements Owned and Leased Housing

Number of Dependents (Excluding Spouse)	Minimum Number of Bedrooms
NONE	1
ONE	2
TWO, except as follows:	2
One 10 years or older	3
One 6 years or older and the other opposite sex.....	3
THREE, except as follows:	3
Two, 10 years or older.....	4
One 10 years or older and the other two opposite sex with one 6 years or older	4
FOUR, except as follows:.....	3
One 10 years or older	4

One 6 years or older and all of the
other three opposite sex of the one.....4
Two 6 years or older of
opposite sex and two same sex4
Two 10 years or older and other two
opposite sex with one 6 years or older.....4
Three 10 years or older.....4
FIVE.....4*
(*NOTE: Four bedroom apartments/houses are the
largest authorized by COMDT (G-PS).)

SIZE REQUIREMENTS FOR APARTMENTS CONDOS, TOWNHOUSES

Minimum Net Floor Area per Living Unit

Bedrooms	Number of Square Feet
1	550
2	750
3	1,000
4	1,200

Privately Owned Vehicle (POV)



Shipping Your POV

Refer to pages 5 and 6 of the **Before You Arrive Section** for information on shipping your vehicle.

Pickup Locations

Oahu

Your vehicle will be located at:

Matson Terminal (Sand Island Access Road by USCG Base Sand Island)

Call the Hawai'i VPC at (808) 848-8383 or internet at www.whereismypov.com to find out if your vehicle is available for pick-up.

Maui

Your vehicle will be located at: Kahului, by Matson Pier 1 (808) 877-5027

Kauai

Your vehicle will be located at: Nawiliwili, by Matson Pier 2 (808) 246-9138

Hawai'i

Your vehicle will be located at: Hilo Harbor, by Matson Pier 1 (808) 933-7722/7732

Insurance

Obtaining reasonable insurance

coverage for your vehicle can be difficult, especially if you are under 25 years of age. You must carry the Hawai'i no-fault insurance card with your vehicle at all times. **Failure to show proof of insurance is an automatic \$1000 fine!**

As mentioned in the **Before You Arrive Section**, you should switch to an insurance company that will insure you in Hawai'i before you leave the mainland, if possible.

Pickup and Acceptance

1. Arrange for your Hawai'i no-fault insurance **before** pickup date. You must have the following with you when you pick up your vehicle.

- Military Identification
- Current registration
- Valid driver's license
- Your copy of the DD-788 (Private Vehicle Shipping Document)

2. Allow plenty of time to thoroughly inspect your vehicle for damage, and carefully note all damage on DD-788.

3. Do not let the inspector rush you. It is **your** responsibility to note specific damage on DD-788. This form is the critical document for shipped vehicle claims. You have to note all the damage at the port that is readily

observable. Besides the obvious dents and scratches you would expect to look for, you should:

- Check your oil and other fluids, **AND**
- Start your vehicle to ensure that it runs properly. If you can, drive the car on the lot to identify drive train problems.

4. If there are any problems whatsoever, note them. If you don't write down damage that should have been noted at the port, you may not be able to establish that the carrier caused the damage and won't be able to recover for it.

5. Sign and date the back of DD-788. The shipping agent will also give you a shipping receipt that you need to register the vehicle with the Hawai'i Department of Motor Vehicles and Licensing (DMVL)

6. If you discover any HIDDEN damage after driving away, report it to your local unit damage claim Investigation Officer (IO) as soon as possible. Do not delay, since you may not be able to collect on even hidden damage that is not reported at time of pickup.

You have 10 calendar days after pickup to get a vehicle safety inspection and get registered with the DMVL **You should get your POV**

inspected, and registered with DMVL and DoD registered as soon as possible because:

- To get on Oahu's military bases without a DoD decal, you must go to security, show your ID, registration and insurance every day you enter the base.
- If you have any vehicle problems, you have time to get them fixed.
- It's easier to get time off to take care of these things the first week you report aboard.

POV's With Joint Ownership Titles and/or Registrations

Each registered owner of a POV must provide identification card information including SSN and birth date and there must be a completed Joint Ownership Authorization Letter or the POV will not be accepted for shipment by the GPC contractor.

For members with a joint registrant such as mother, father, etc., the joint ownership letter must be completed with the SSN and birth date provided. It is recommended that letters be notarized to smooth the documentation flow through the appropriate agencies.

Safety Inspection (Within 10 days of POV pickup)

The Hawai'i State Vehicle Safety Inspection is required annually for all motor vehicles, including motorcycles and mopeds. The inspection can be done at any service station, auto repair shops, and auto and motorcycle dealers displaying the "Official Vehicle Safety Inspection Station" sign.

Vehicle Safety Inspection fees are generally around \$15 for motor vehicles and \$10 for motorcycles, trailers and mopeds. All the major military bases have inspection sta-

tions. However, without a valid DoD registration sticker on your windshield, you have to get a day pass from security.

You must show the inspector your Hawai'i no-fault insurance card and the car's current out-of-state registration.

If the inspector finds defects in your vehicle, you have 10 days to correct the deficiencies (anywhere you want), and then return to the SAME station for a reinspection at no additional charge.

You will get two copies of the inspection certificate. The yellow copy is for the POV, and the pink copy is to keep in your car.

POV Registration (Within 10 days of POV pickup)

You can register your POV with the Hawai'i Department of Motor Vehicles and Licensing (DMVL) one of two ways:

Keeping Out-of-State Plates

(With a Hawai'i out-of-state vehicle permit)

You keep your current license plates, registration and title. You will need:

- Current registration
- Shipping receipt
- Hawai'i State Vehicle Safety Inspection certificate (yellow copy)
- Hawai'i no-fault insurance card
- A completed Application for Out of State Vehicle Permit DF-L-27, signed by the registered owner.

You will receive an OUT-OF-STATE VEHICLE PERMIT sticker

to you place on your vehicle's rear bumper. It is valid for 12 months or until the expiration of your current out-of-state registration, whichever occurs **FIRST**. It costs \$5. When your out of state vehicle permit expires, **you can either:**

- Renew your out-of-state registration and renew your Hawai'i **OUT-OF-STATE VEHICLE PERMIT, OR**
- Register your vehicle permanently with Hawai'i plates.

If you obtain a permanent Hawai'i registration, all the below requirements apply except DMVL will already have your shipping receipt and the yellow Safety Inspection copy.

Obtaining Hawai'i Plates

To get Hawai'i license plates, registration and title, you will need:

- A DF-L-50 (Non-Resident Certificate) will exempt you from Hawai'i's expensive motor vehicle weight tax. The form is available from **and has** to be filled out in part by your unit administration. To be able to use this form, the active duty member must be a registered owner (co-owner is fine). If not, the member must be given at least co-ownership with a separate Bill of Sale or Title transfer.
- Current registration
- Shipping receipt
- Hawai'i State Vehicle Safety Inspection certificate (yellow copy)
- Certificate of Ownership (title) unless held by lien holder
- Hawai'i no-fault insurance card
- Completed and signed Application for Registration form
- Military ID card

You will receive Hawai'i plates and a temporary registration (permanent will be mailed). The cost is \$15.50

Most Coast Guard members elect to get Hawai'i registration and plates because annual renewal fees are cheaper than their previous state (\$10.50 per year).

SATELLITE CITY HALLS (FULL-SERVICE)

Hours at the motor vehicle offices are 0745-1630, Monday through Friday. The following DMVL offices process vehicle registrations:

Ala Moana Center*

1450 Ala Moana Blvd, #1286
(Open Saturdays), (808) 973-2600

Fort Street Mall*

1000 Fort St Mall
(808) 532-2500

Kailua*

1090 Keolu Dr.
(808) 261-8575

Kalihi/Kapalama*

1199 Dillingham Blvd
(808) 842-0653

Kaneohe

Windward Mall

46-024 Kamehameha Hwy.
(808) 235-4571

Pearlridge Phase II

(Near J C Penney on the second floor)
(808) 483-3405

Wahiawa*

830 California Ave.
(808) 621-0791

Waianae

85-670 Farrington Hwy
(808) 696-6371

Waipahu*

94-144 Farrington Hwy
(808) 671-5638

Here are directions to two POV sites:

Kalihi/Kapalama

1287 Kalani Street
(808) 842-0653

Directions: If leaving Sand Island, turn right on Nimitz Hwy (toward Waikiki). After about 1/2 mile turn left on Waiakamilo Road, and turn right on Kalani Street. **This is the permanent satellite office nearest to Sand Island.**

Waipahu

(Next to Zippy's Restaurant)
94-216 Farrington Hwy.
(808) 671-5638

Directions: From Barbers Point, take Farrington Hwy. toward Waipahu. **At Leoku St. turn left (by First Hawaiian Bank).** This is the permanent satellite office nearest to Barbers Point Air Station.

OUTER ISLAND OFFICES

County of Hawai'i

25 Aupuni St.
Hilo, Hawai'i
(808) 961-8351

County of Maui

War Memorial Gymnasium
Complex
Wailuku, Maui
(808) 243-7840

County of Kauai

4396 Rice St.
Lihue, Kauai
(808) 245-6925

In addition to motor vehicle licenses and registrations, satellite city halls offer the following services:

- Honolulu government and state government job information
- Picnic and camp permits
- TheBus pass sales and information
- Water bill and nondelinquent real property tax payments
- Licenses for dogs, mopeds and bicycles

- Below cost certificates for neutering dogs and cats
- Voter registration, certification and information
- Building permits
- Information on government services.

For additional information, call (808) 523-4743

DoD POV Registration

To obtain easy access to all DoD bases, all Coast Guard members need to obtain DoD decals by registering their vehicle with the appropriate base. The following military security offices issue DoD vehicle decals for all Coast Guard units on Oahu:

ISC PERSONNEL SERVICES / Vehicle decals/ID Office (808) 541-2481

For Sand Island units, Federal Building and MSO, the office is located in the ISC Honolulu PERSRU, Monday through Friday 0730-1530 hrs.

NCTAMS EASTPAC Security Office (808) 653-5520

For COMMSTA personnel. Located by the BEQ swimming pool (Bldg. 5). Hours are 0700-1500, Monday through Friday and Wed. 0700-1100.

DoD Registered Decals

To obtain a DoD registered decal, you must bring the following to the issuing office:

1. Current registration
2. Copy of your orders (to verify new PCS tour)
3. Hawai'i State Vehicle Safety Inspection certificate (pink copy)
4. Hawai'i no-fault insurance card
5. Driver's license
6. ID card
7. MOTORCYCLE and MOPED owners MUST complete a Motorcycle Foundation Safety

course and provide a completion certificate to obtain a DOD registered sticker.

Hawai'i Driver's License

Active duty members home of record state driver's license remains valid until they are released from active duty, so you usually do not need to get a Hawai'i driver's license. Family members can use an out-of-state license until it expires. To convert to a Hawai'i license, you must apply to take the written test **before** your license expires. Otherwise, you will also have to take the road test exam. The cost to transfer your license and take the written test is \$20.00 if you are 18 years of age or older. If you are under 18 years of age you cannot transfer your out of state driver's license.

Driver's tests are given at the following police station annex facilities. Call for hours (not always the same place where you register your DMVL).

City and County of Honolulu

79 N. Hotel St.

29-3932

Kalihi

City Square Main Station

1199 Dillingham Blvd

532-7730

Downtown

Fort St. Mall (limited service)

532-2503

Waianae

87-670 Farrington Hwy.

(Monday & Wednesday)

696-6648

Kaneohe Sub-Station

45-270 Waikalua Rd.

233-2300

Pearl City Sub-Station

1100 Waimano Home Rd.

453-2400

Wahiawa Sub-Station

330 Cane St.

621-7255

Kapolei Sub-Station

1000 Ulu'ohia'a St.

692-5100

County of Hawai'i

Hilo Police Station

349 Kapiolani St.

961-2222

Old Kailua Airport

Kailua-Kona

329-8821

Laupahoehoe Police Station

Laupahoehoe

962-6211

Keaau Police Station

Keaau

966-9388

Kau Police Station

Naalehu

929-7331

Waimea Police Station

Waimea

885-7334

Kohala Police Station

Kapaau

889-6225

Hamakua Police Station

Honokaa

775-7228

County of Maui

Wailuku

War Memorial Gymnasium Complex

244-7766

Lahaina Police Station

Lahaina

667-9354

Hana Police Station

Hana

248-8254

County of Kauai

Kauai Department of Finance

4280-A Rice St.

Lihue

245-1644

Motorcycle Safety Course Providers

To complete one of the "FREE" motorcycle Safety Courses offered by the below listed military facilities, you must have a motorcycle and a motorcycle drivers license. For more information, contact the:

Navy - At Ford Island, (808) 472-

7569. Free for active duty and dependents.

Air Force - At Hickam AFB, (808) 449-2811. Free for active duty.

Marines - At Marine Corps Base Hawai'i, (808) 257-3408. Free for active duty.

Army - At Wheeler Army Air Field, (808) 656-4530. Free for active duty.

If you do not have a motorcycle and plan on buying one but would like to learn how to safely operate and drive one first, you can take a course offered by the University of Hawai'i at ISC Honolulu. The course lasts for three days and the cost is \$87.50. They will provide the helmet and motorcycle. (808) 453-6120

COMDTINST M5100.47 requires that all Coast Guard personnel riding on government property to satisfactorily complete a Motorcycle Foundation Safety course.

Bicycles

All bicycles must be licensed. You must show a bill of sale or fill out an affidavit. If the owner is under 18, parents or guardians must apply for the license (cost is \$8). Riders are subject to the same laws as motor vehicles. **Military bases require bicycle helmets.**

BUYING A VEHICLE IN HAWAII

Privately Owned Used Cars

Several of the military bases on Oahu have designated parking lots where POVs are displayed for sale. The largest one is located on Hickam AFB near the main gas station--it's worth taking a look. Bulletin boards at all exchanges also list cars for sale.

Buyer Beware

You want the car. The dealer wants to sell it. The dealer wants you to sign a paper that states, "I understand that I cannot remove the car from Hawai'i without the consent of the lender or his assignees," or words to that effect. What will you do?

First, try to avoid the problem by joining a credit union or a bank that will let you take the car off the island. Talk to the people at the credit union or bank about a loan before you shop for a car.

Second, if you plan to finance a car with a commercial lender, follow the steps below:

1. Clearly tell the dealer that you will not under any circumstances sign any paper that gives the lender the unqualified right to prevent you from removing the car from Hawai'i.
2. Tell the dealer that Hawai'i law authorizes you to refuse to sign the agreement, and also authorizes you to attach written conditions to any agreement that you sign.
3. Walk away if you absolutely do not want to be obligated to keep the car on the island under any circumstances.

If you want the car badly enough to agree to "keep the car in Hawai'i under certain conditions" request, then clearly tell the dealer that you will determine what those conditions will be. At a minimum, insist that wording like the following be written on the agreement before you sign:

Buyer will be granted permission to remove the vehicle that is collateral for the loan from the state if:

- You are determined to be credit worthy when you apply for the loan,

- You are ordered by competent military authority to depart the state for reasons other than temporary duty,
- You provide your forwarding address, and
- You are not in default on your loan payments.

If you are denied permission to remove the vehicle from the state, you will be provided a statement of reasons for such a determination.

Insist on obtaining a clear copy of any agreement that you sign. If the dealer will not agree to your conditions, tell him *aloha*, *adios* and GOOD-BYE!

If you have any doubt about how to protect yourself, contact the Coast Guard Legal Office at (808) 541-2108 or Navy Legal Services (808) 474-3127 before signing anything.

If you think that any dealer is engaging in an unfair, deceptive or illegal business practice (e.g., trying to coerce you into signing an agreement), contact a Legal Assistance Office as soon as possible.

For reference, retain this article and put it in your wallet whenever you shop for a car. If some car dealer doesn't understand your message, let him read this article. If he wants to argue about it, tell him to call your Legal Assistance Officer, Division Officer or Commanding Officer. If he still doesn't get the word, ask to talk to his boss. If that gets you nowhere, walk away because you don't want anything to do with such a dealership.

Buying Used Vehicles

Used vehicles are often sold "as is" which means there are no warranties on the car, truck or motorcycle, ABSOLUTELY none. That means there is not even a promise that the car will run. To protect yourself, get the dealer's permission and have the

car checked by an independent mechanic before you sign the contract. (A reputable dealer will have no objection to this.) You may also want to consider buying warranty coverage for the car.

If the dealer makes any promises regarding the condition of the car, or assumes any obligation for future repairs, GET IT IN WRITING. For further information or other legal assistance call the Coast Guard Legal Office at (808) 541-2108 or Navy Legal Services (808) 474-3127.

Auto Hobby Shops

Oahu has numerous military auto shops where you can do your own oil changes, and even major overhauls.

Ft. Shafter Auto Hobby Shop
(808) 438-9402

NCTAMS EASTPAC Auto Hobby Shop
(808) 653-5593

Hickam AFB Auto Craft Center Auto Shop
(808) 449-2554

EDUCATION IN HAWAII

Website: www.doe.k12.hi.us

Introduction

Hawaii is the only state in the nation where public education is administered on a statewide basis. Hawaii's public schools enrolled 180,563 students in grades K-12 for the 2001-02 school year, and nearly 100,000 adult learners. More than 27,000 grade school children participate in Hawaii's unique A+ afterschool program.

Hawaii's 135 private schools enrolled approximately 35,000 students for the 2001-02 school year.

Hawaii's statewide student/teacher ratio for grades Kindergarten, 1st and 2nd is 21-1. If ratio exceeds 21, additional personnel are hired. Grades 3-6 ratio is 27-1. The number of students is counted on the 10th day; otherwise, they and all students will not benefit from an optimal student/teacher ratio.

The Board of Education operates 254 regular schools, three special schools, and 11 adult community education centers throughout the islands.

The Board of Education is a 14-member elected body. Seven of the members are elected according to geographic region, and six are elected at large. One non-voting student member also serves on the Board. It appoints the Superintendent of Education who is the chief executive officer of the public school system. Although the Board of Education has policy oversight, it has no funding power. The state Department of Education has the funding power, but competes for

funds from the general state budget. This state school system is composed of seven school districts, four of which are on the island of Oahu. The four Oahu school districts and their telephone numbers are:

Honolulu Dist. (808) 733-4952
Central Dist. (808) 627-7478
Windward Dist. (808) 233-5700
Leeward Dist. (808) 692-8000

The outer island district phone numbers are:

Maui District (808) 243-5221
Kauai District (808) 241-3493
Hawaii District (808) 933-4237

The Accrediting Commission accredits all regular public intermediate, adult, and high schools for Schools of the Western Association of Schools and Colleges (WASC).

Registration

Parents with school-age children arriving during the summer months should contact the school or district office serving their area as soon as permanent housing has been secured. Early registration is helpful to both the school and the pupil. Most schools require placement tests before or at registration time.

Students who live with someone other than their legal parent or guardian must bring a guardianship document.

Hawaii law requires each student to present a report of a physical examination, a certificate of tuberculosis examination, and a record of immunizations before first attending school. A student

who has not completed the physical exam or all of the required immunizations may attend school on a provisional basis only with written documentation showing that appointments have been made to complete the missing requirements.

Certificate of TB Examination. A certificate of TB examination must be presented prior to the date of first attendance at school in Hawaii. A student over age 13 months without a valid TB certificate may not attend school. A Mantoux tuberculin skin test must have been given within 12 months before first attending school in Hawaii.

Physical Examination. Each student must have a physical examination within 12 months before first attending school in Hawaii. The exam does not need to be repeated for transfer into another school. The exam must be performed and signed by a U.S. licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN) or Physician Assistant (PA). A copy of the examination report must be kept in the student's health record at school.

Immunization. A record of immunizations received since birth, signed or stamped by an MD, DO, APRN, PA or clinic must be presented for school attendance. This record must include complete dates (month/day/year) for each immunization. An immunization with only the month and year may be accepted if it can be determined that the immunization met the minimum age and interval requirements.

School Community Based Management (SCBM)

Hawai'i's schools are embracing the concept of SCBM, which involves shared decision-making that encourages participation, provides administrative flexibility and empowers school communities. Education is everybody's business. Hawai'i is the only state with a single unified school system. The DOE operates approximately 252 regular schools, 3 special schools, and one state center for special students. Student enrollment exceeds 185,000.

It is anticipated that as many as a dozen new schools will be needed to meet enrollment increases projected for the year 2000.

School Year

The school year consists of two semesters, with approximately 183 days of classroom instruction. School usually begins the first week in August (varies on modified/year-round schedules). For an up-to-date look at the school calendar go on the website <http://doe.k12.hi.us/calendars0102/index.htm>.

Year Round Schooling

Hawai'i has implemented a year-round school program at several island elementary schools. Here are some schools participating: Kilohana Elementary - Maui
Kualapuu Elementary - Maui
Maunaloa Elementary - Maui
Kaewai Elem. -Honolulu Dist.
Helemano Elem. - Central Dist.
Haaheo - Hawai'i (Big Island)

Contact the appropriate district school office for additional information.

Communication With Parents

Principals and staffs in Hawai'i's public schools will be glad to provide necessary information about their schools to parents and will welcome parental interest and involvement with the schools.

Parent-Community Networking Centers, each with a paid or volunteer facilitator, now operate in the majority of schools to address parent concerns and help parents and the public become part of the school community.

Parents can expect to be called or to receive written notices from the school regarding unexplained absences, disciplinary problems, or unsatisfactory academic progress by students. In turn, parents should call the school principal about problems they encounter. If problems cannot be resolved satisfactorily at the school level, they may then be referred to the appropriate district superintendent. **The superintendent's office has a 24-hour hotline at (808) 586-3587 to provide rapid follow-up by a specialist.**

Additional information about the public schools may be obtained by calling the Hawai'i State Department of Education's Communications Branch at (808) 586-3230.

School Bus Transportation

Inquiries concerning student transportation should be directed to: Student Transportation Services Section
Phone: (808) 586-0170

Policy concerning subsidy is covered under State Law-Hawai'i Revised Statutes Chapters 27 and 28. The Federal Poverty Guideline for student transportation is the guideline used to determine who is eligible to ride free and who needs to pay. School administrators make this decision based on the guidelines

provided.

Some basic guidelines are as follows:

- students must live in the attendance area of the school they attend;
- they must live one mile or more to qualify for transportation;
- they must meet the income guidelines as set out in the rules.

Students must have the exact change (\$.25 each way) if it is determined that they must pay; they must present a bus pass to board the bus as well.

Except for a small, state-owned school bus operation in Kona, all other school bus services throughout the state are contracted from private bus companies. Individual schools or the Central District Office can provide the name of the appropriate company for transportation and lost bus passes.

Coast Guard Bus Service - Residents of Coast Guard-owned housing areas who live less than one mile from the assigned school will usually be provided bus transportation to the school by a Coast Guard contracted bus service. Contact the Housing Office for additional information.

The Bus student rates: Seventy-five cents (\$.75) one-way; monthly bus pass - \$13.50. Bus passes are available at satellite city halls, Foodland, and Star Markets.

After-School Plus Program

Since 1990, all 176 Hawai'i public elementary schools have operated an after-school care program for students in grades K-6. Called the After-School Plus (or A+) program, it is a first-in-the-nation program that provides quality afterschool

childcare for latchkey children. A latchkey child is defined as a child whose parents work, attend school or are in a job-training program during A+ program hours. Qualified DOE employees with structured activities staff programs. All programs start immediately after the close of the school day and end at 5:30 p.m. In some schools, a private contractor operates programs. Costs are minimal; call the school for program fees. Parents or guardians must pick up the child from school.

Special Education Needs

The State of Hawai'i serves children with special learning conditions or challenges in the public school system. Among these conditions are:

- mild, moderate, severe, and profound mental retardation
- specific learning disabilities
- blindness or partial sight
- deafness or hearing impairments
- other health impairments, including autism
- speech impairments
- deaf and blind
- learning impairments (generally refers to preschoolers)
- orthopedic handicaps

The Special Education Program is designed to provide an educational program, which will enable handicapped students to achieve their fullest potential. The Special Services Section of the Central Oahu District Superintendent's office must certify all students in the program. An Individualized Education Program (IEP) is developed for each student who enters the program. All rules and regulations pertaining to Public Law 94-142 are adhered to. Work Life's Mary Mansfield is your advocate. She can be reached at (808) 541-1584.

Placing Your Special Needs Child

As soon as you have been assigned quarters, call the office of the home school (home school is the school assigned to your residence) and make an appointment to see either the counselor or the principal.

If your child has been certified as legally handicapped, gather all papers, reports, copies of Individualized Education Programs and pertinent information about your child and take them to the home school. This will speed up the placement process.

If your child has not been certified, but you suspect that your child has a handicapping condition, ask the principal to help you get a diagnosis for your child. (If you arrive during the summer, many principals and permanent office staff will be on vacation. In this case, ask for a Form 0-42. Fill it out and give it to the clerk. It will be sent to the district office and will start the process.) Make copies of all the paperwork you submit.

Try to be as cooperative as possible. Families whose children have problems are worried and anxious to get help as soon as possible. The schools want to help, but the requirements of the law take time. You should know, however, that there are limits on the time the process is allowed to take.

For parents of special needs or exceptional children, information is available from the Work-Life Family Resource Specialist ((808) 541-1584) regarding special education in the state of Hawai'i and the steps involved in securing special services. For more information you can call the Special Education Office at 733-4400.

Junior ROTC

JROTC is a four-year elective pro-

gram of instruction emphasizing leadership development, citizenship, self-discipline, character development and basic military subjects. It provides an orientation to the military as a career option and an opportunity for practical career and vocational educational experiences.

Completion of JROTC may qualify students for a higher rate when they enlist in the armed forces or can lead to advanced placement in the senior division ROTC at the college level. The JROTC Program introduces students to all branches of the military without obligation to enlist.

Radford, Moanalua and Campbell High Schools offer the Navy JROTC Program and Leilehua High School offers the Army JROTC Program.

Home Schooling In Hawai'i

Recently, Hawai'i's Board of Education revised the Department of Education's regulations to include Compulsory Attendance Exceptions. This revision recognizes home schooling as a viable and legitimate educational alternative for children.

The new regulation allows parents to home school their children merely by informing the Department of Education with a notice of intent. This notice can be accomplished by using a Department of Education Form 4140 or a letter containing the following information:

- child's name
- address
- phone number
- birth date
- grade level
- signature of parents

This notice of intent does not imply that approval is needed by the State Superintendent to home school.

Rather it is to acknowledge as a matter of record the parent's intent to home school and will allow the DOE to assist parents in their educational efforts.

Basic home schooling requirements include:

- narrative progress report and report card
- testing for students in grades 3, 5, 8 and 10. Home schooled children will be eligible to participate in the statewide testing program at the local public school, or parents may choose to arrange for private testing at their own expense.

Parents without a bachelor's degree are permitted to instruct their own children at home.

A student who wants a high school diploma can obtain one by achieving a satisfactory score on the General Education Development (GED) Test, which is administered by the various community schools. The diploma will reflect high school equivalency through adult education.

Families are required to notify the principal if the home schooling program will be terminated or if another educational program will be initiated.

For more information, contact the principal at the local school where you live or the Department of Education Communications Branch at (808) 586-3232/3230.

Home School Associations

There are several Home School associations in Hawai'i. They are:

Oahu

Christian Home Schoolers
689-6398

Hawai'i Home School Association

944-3339

www.hawaiihomeschoolassociation.org

Hawai'i (Big Island)

Hawai'i Island Christian Home Educators 959-3397

Learning at Home 328-9669

Maui

Homeschool Adventure: Program for Parents & Youngsters
242-8225

Christian Home Educators of Maui
879-0033

Kauai

Association of Home Educators of Hawai'i 822-0957

GED Test and Diploma

General Education Diplomas that satisfy high school completion requirements for older students who dropped out of high school can be obtained by taking a GED exam through the Hawai'i Adult Education school program. The basic requirements are:

- 17 years or older
- not attending high school

If you have never completed a high school semester in Hawai'i, you must take at least one adult education class before being eligible for the GED exam. Classes are conducted fall, spring, and summer, and costs are minimal (\$20-\$30).

Adult Community Schools

In addition to the GED program, Adult Community Schools offer many classes including computers, automotive, basic budgeting, naturalization training, etc. Call them!

Any questions/problems call the Community Education Section, Department of Education, 594-0170.

Here is a list of Adult Community

Schools:

Oahu

McKinley C.S. 594-0540
Farrington C.S. 832-3595
Kaiser C.S. 394-1236
Kaimuki C.S. 733-8460
Moanalua/Aiea 837-8466
Kapolei 692-8210
Kalaheo/Kailua 254-7955
Wahiawa C.S. 622-1634
Waipahu C.S. 675-0254
Windward School for 254-7955
Adults

Neighbor Islands

Hilo C.S. 974-4100
Kona C.S. 327-4692
Maui C.S. 873-3082
Kauai C.S. 274-8340

Geographic Exceptions

Under Hawai'i's laws, all school-age persons are required to attend school in the district they reside. However, attendance in another school district may be granted at the discretion of the Department of Education, with the welfare of the student as a major consideration. Students who wish to attend school outside their home district may file a "Request for Geographic Exception" either at their home school or the school they wish to attend. Approval is based on space availability and four considerations:

- student resides with a responsible adult living in the receiving school's area
- student wants to attend a program of study not available in the home school
- student has parents who are staff members of the receiving school
- student has siblings already enrolled in the receiving school.

Schools with more applicants than spaces will use a chance selection process to approve or disapprove an application. Appeals of denial should be made within 10 school days after the denial. These will be

reviewed by the district superintendent of the receiving school, who will render a final, written decision within another 10 school days.

Once accepted at a school on a geographic exception, students may continue at the school through their final year. The student must inform the school if he or she intends to leave the school. A geographic exception may be revoked if application information is found to be false.

School Assignment

Oahu

KKH Red Hill Coast Guard housing is located in the Central District. The district assigned schools are:

Elementary

Red Hill Elementary
1265 Ala Kula Place
Honolulu, HI 96819
(808) 831-7866

Intermediate

Moanalua Intermediate School
1289 Mahiole St.
Honolulu, HI 96818
(808) 831-7850

High School

Moanalua High School
2828 Ala Ilima St.
Honolulu, HI 96818
(808) 837-8455

The Barbers Point Air Station is part of the Leeward District. The district assigned schools are:

Elementary (Iroquois Point only)

Iroquois Point Elementary School
5553 Cormorant Ave.
Ewa Beach, HI 96706
(808) 499-6501

Elementary (Barbers Point only)

Barbers Point Elementary School
Boxer Rd., NAS
Ewa Beach, HI 96706

(808) 673-7400

Intermediate (Iroquois/Barbers Pt)

Ilima Intermediate School
91-884 Fort Weaver Rd.
Ewa Beach, HI 96706
(808) 689-1250

High School (Iroquois/Barbers Pt)

Campbell High School
91-980 North Rd.
Ewa Beach, HI 96706
(808) 689-1200

COMMSTA uses NCTAMS housing units in addition to Barbers Point and Red Hill. The Navy housing on NCTAMS has the following assigned schools:

Elementary

Helemano Elementary School
1001 Ihi Ihi Ave.
Wahiawa, HI 96786
(808) 622-6336

Intermediate

Wahiawa Intermediate School
275 Rose St.
Wahiawa, HI 96786
(808) 622-6500

High School

Leilehua High School
1515 California Ave.
Wahiawa, HI 96786
(808) 622-6550

Kauai

Elementary

Koloa Elementary
RR1 Box 57
Koloa, Kauai 96756
(808) 742-9966

Kalaheo Elementary
P.O. Box 427
Kalaheo, Kauai 96741
(808) 332-6801

Intermediate and High School

Kauai Inter. and High School
3577 Lala Rd.
Lihue, Kauai 96766

(808) 274-3160

Maui

Elementary

Kahului Elementary School
410 South Hinia Ave.
Kahului, Maui 96732
(808) 873-3055

Intermediate

Maui Waena Intermediate
795 Onehee St.
Kahului, Maui 96732
(808) 873-3070

High School

Maui High School
660 South Lono Ave.
Kahului, Maui 96732
(808) 873-3000

Hawai'i (Hilo)

Elementary

Kaumana Elementary School
1710 Kaumana Dr.
Hilo, HI 96720
(808) 974-4190

Intermediate

Hilo Intermediate
587 Wainuenue Ave.
Hilo, HI 96720
(808) 974-4955

High School

Hilo High School
556 Wainuenue Ave.
Hilo, HI 96720
(808) 974-4021

School System Performance

How do Hawai'i's public schools compare with mainland public schools? The DOE thinks the comparison is favorable. For example, Radford High School in the Central Oahu District was recently named one of 271 outstanding secondary schools in the United States. In Hawai'i, all public high schools and intermediate schools are accredited by the Accrediting Commission for Secondary Schools of the Western

Association of Schools and Colleges. Accreditation by this prestigious body requires that schools undergo regularly recurring assessments, followed by recommendations for improvements as warranted.

Quality of Graduates

Approximately 65% of Hawai'i's public school graduates pursue additional schooling either in colleges, universities, vocational, or technical schools. Students in Hawai'i's public schools have consistently gained a fair share of national recognition for their scholastic achievements, winning National Merit scholarships, military academy appointments, college ROTC scholarships, Century III scholarships, Presidential scholarships and other awards in electronics, mathematics, science, writing, and art.

Public Opinion of School Performance

In a 1994 Hawai'i Opinion Poll on Public Education many Hawai'i parents were not very satisfied with public school performance. **The top three problems cited were:**

- Overcrowded classes and schools. DOE estimates that Hawai'i's 242 public schools are 850 classrooms short and has requested additional funds to build more schools.
- Poor curriculum and weak standards
- Lack of financial support

Test Results

2000 SAT scores for reading and math administered at different grade levels can be found at <http://doe.k12.hi.us>

Private Schools

Many good, private schools are available in Hawai'i. Private schools are licensed by the Department of Education and are required to provide a program of instruction equivalent to the minimum standards established by the state. No

state funds are expended on their operation.

About 15% of Coast Guard parents use private schools. Tuition for most quality private schools starts at about \$3000/year. Most require uniforms, fundraising activities, and active parental involvement. Parents cite higher academic demands, less student behavioral problems (unruly students are asked to leave), religious education, and safety as reasons for choosing private schools.

There are two kinds of entrance requirements. The student will have to take the Secondary School Admission Test or present a prior report card and undergo an interview. Most private schools have a religious affiliation or relationship. For more information call the Hawai'i Association of Independent Schools (HAIS) at (808) 973-1540. The Catholic Diocese of Hawai'i will provide information about Catholic schools on all islands through their education office at (808) 263-8844.

Listings for private schools (including Catholic) may be found in **Appendix C** of this Handbook.

Pre-Schools and Child Development Centers that are U.S. Armed Forces affiliated are located on federal property on Oahu. For more information, consult the following numbers for childcare services:

- Army Central Registration 655-5314
- Air Force Child Development Center 449-9880
- Family Child Care Homes 449-1879
- Navy KIDS Line 473-5437
- Marine Corps 257-7430
- Coast Guard Family Childcare 541-1584

Referrals for civilian preschools and child development centers are avail-

able through PATCH (People Attentive to Children) Child Care Referral Agency (808) 839-1988.

A list of Coast Guard certified Family Home Care Providers can be obtained at the Work-Life Center from the Family Resource Specialist at (808) 541-1584.

A listing of certified Navy Family Home Care Providers may be obtained from the Family Home Care Program Office, Building 193, Room 101, Naval Station, Pearl Harbor, Hawai'i 96860-6000, or you can call (808) 474-9064 for more information. Barbers Point information can be obtained by calling (808) 684-1153.

A list of all Oahu preschools is listed in **Appendix D** of this Handbook.

Coast Guard members most often use the following preschools:

- Harbor Child Development Center (Hickam AFB)
- Aliamanu Child Development Center
- Navy Hale Keiki School
- Moanalua Cosmopolitan Preschool
- Barbers Point Preschool

Colleges and Universities

Hawai'i has a number of state colleges universities, private institutions and out-of-state extension classes available for degrees in higher education. Military family members attending colleges in the state university system are eligible for state tuition rates while their spouse or parent is stationed in Hawai'i on military orders. Request a school catalog for academic requirements, deadlines and information. All community colleges are managed by the state university system and offer a wide range of associate and certificate degree programs.

SAT Testing

The Scholastic Assessment Test (SAT) is a college entrance exam given to high school juniors and seniors. The SAT results for 1999 can be found at www.doe.k12.hi.us

Community Colleges

Oahu

Honolulu Community College
874 Dillingham Blvd.
Honolulu, HI 96817
(808) 845-9211
www.hcc.hawaii.edu

Kapiolani Community College
4303 Diamond Head Rd.
Honolulu, HI 96819
(808) 734-9111
www.kcc.hawaii.edu

Leeward Community College
96-045 Ala Iki
Pearl City, HI 96782
(808) 455-0217
www.lcc.hawaii.edu

Windward Community College
45-720 Keaahala Rd.
Kaneohe, HI 96744
(808) 235-7432
www.wcc.hawaii.edu

Hawai'i

Hawai'i Community College
200 West Kawili Street
Hilo, HI 96720-4091
(808) 974-7611

Kauai

Kauai Community College
3-1901 Kaumualii Hwy
Lihue, HI 96766
www.kauaicc.hawaii.edu

Maui

Maui Community College
310 Kaahumanu
Kahului, HI 96732
(808) 984-3500

State Universities

University of Hawai'i at Manoa
Admissions and Records Student
Services Center Rm 001
Honolulu, HI 96822
(808) 956-8111
Many undergraduate and graduate
degree programs.
Tuition: Fall/Spring (2001-2002)
Nonresident: \$400 per credit plus
fees. Full time: 12 credits or more
\$4800 per semester plus fees.

University of Hawai'i West Oahu
Student Services
96-043 Ala Ike
Pearl City, HI 96782
(808) 456-5921
www.uhm.hawaii.edu

University of Hawai'i at Hilo
200 W. Kawili Street
Hilo, HI 96720
(808) 974-7444
rtseng@hawaii.edu

Private Colleges and Universities

Brigham Young University
Box 1973
Laie, HI 96762
(808) 293-3738
www.byuh.edu

Central Michigan University
Hickam Education Center
900 Hangar Ave
Hickam AFB, HI 96853
(808) 422-6118
www.cel.cmich.edu

Troy State University

15ABW/DPE/TSU
Hickam AFB, HI 96853
(808) 449-5320
www.troyst.edu

University of Oklahoma
Hanger 2, Room 18A
Hickam AFB, HI 96853
(808) 422-5509
www.occe.ou.edu

University of Southern California
15MSSQ/MSE/USC
Hickam AFB, HI 96853
(808) 423-3123
www.usc.edu

Heald Business College
1500 Kapiolani Blvd.
Honolulu, HI 96816
(808) 955-1500
www.heald.edu

Chaminade University of Hawai'i
Admissions
3140 Waialae Ave.
Honolulu, HI 96816-1578
(808) 735-4711
1-800-735-3733
www.chaminade.edu

Embry-Riddle Aeronautical Univ.
Hawai'i Resident Center
PO Box 31252
Honolulu, HI 96820
(808) 422-0835
www.ec.erau.edu

Hawai'i Pacific University
1164 Bishop St.
Honolulu, HI 96813
(808) 544-0238
www.hpu.edu

Wayland Baptist University
2345 Nuuanu Ave.
Honolulu, HI 96817
(808) 595-7555
www.wbu.edu

University of Phoenix
Honolulu, HI
www.phoenix.edu

(full-page map of school districts)

Employment

Introduction

The beauty of paradise can be very distracting when looking for a job. If given a choice, most people would not choose the demanding task of finding employment over spending



the day at one of the warm, sunny, beautiful beaches here in Hawai'i.

Unfortunately, the high cost of living here (\$44,623 for an average family of four at an intermediate standard of living compared with \$40,327 for a similar family representing the urban U.S. average) frequently requires that there be more than one salaried worker in the family.

In fact, in addition to multiple salaried workers in families, many individuals hold down part time jobs as well. A *Honolulu Star-Bulletin* article reported that 37,220 people, or approximately 8% of Hawai'i's labor force, are multiple jobholders. The good news is that there are jobs here, although the job market is more competitive than in earlier years.

Joint Employment Management

System (JEMS)

www.jemshawaii.com

JEMS is a joint military venture funded by the Air Force, Coast Guard, Marine Corps and Navy. JEMS networks with employers to acquaint them with the unique qualifications of job seekers from our military community and the advantages of listing their job openings in the JEMS Job Bank.

The JEMS system is a web-based application that is accessed through an Internet browser to retrieve and display company, job or client information. The website and general information are accessible to all users but only authorized users may access the JEMS job bank information. The JEMS application employs a user ID/password security system to prevent unauthorized access to its data. Authorized users must log into the application and be validated based on assigned user ID and password. The JEMS Administrator and the Site Employment Counselor maintain user ID and passwords.

More than 3,000 companies have used JEMS services; consequently, the job bank contains a wide range of listings from entry level and skilled to professional level positions.

In addition to the computerized job bank, JEMS also sponsors an annual job fair and hosts Department of Education recruitment seminars.

Job Hunting in Hawai'i

No matter where you are, job hunting is hard work and usually a full-time job in itself. The high cost of living in Hawai'i as well as military and

company downsizing, has created a great demand for jobs; consequently, the job market is very competitive. Minimum wage positions, especially in the tourist-related industries, are abundant; however, as wages increase in particular fields so does the competition. **Don't be discouraged — be prepared!**

First Things First

The first step in a job search is becoming "job ready." This means knowing exactly what you have to offer an employer (abilities and skills), what you want to do (interests) and who needs what you have to offer. Remember, if you don't know what you're looking for you probably won't find it.

This first step in your job search is very important. If you need assistance, there are many resources available to you through your Employment Resource Centers (ERC) located at the various sites listed later in this section.

In addition to knowing what you have to offer and who needs it, you need to ensure that you are truly ready to start work. Here are a few things to keep in mind:

- Do you have a resume and are you prepared for an interview?
- Do you have a telephone calling script to introduce yourself and your skills to employers?
- Do you have an appropriate wardrobe for both the interview and the job?
- Do you have a realistic salary expectation?
- Do you know exactly when you can start a job and what hours you can work?

- Do you know how far you are willing to travel and have you made transportation arrangements?
- If childcare is required, have you made arrangements?
- Have you considered family agreements for household labor and work schedules?

These are only some of the questions that you should consider when preparing for a job search.

Inadequate preparation lengthens the time of the job search and can create problems and disappointments for you.

Using the JEMS Job Bank

Once you have completed your preparation for job hunting, you are ready to take full advantage of the JEMS computerized job bank. All you need to do is call and make an appointment with the Employment Counselor located at the Work-Life Center. Work-Life's Shirley Caban is a knowledgeable professional and is interested in helping you find a job. Let her know all the factors affecting your job search so that she can give you the most compatible referrals possible.

The JEMS computerized job bank is designed to search for job openings (individually or in combination) by six categories: job title, job category, geographic area, work status, company and job add date. You will receive from the employment counselor one or more *Employment Referral Letters/cards*, which you attach to an application to mail/fax with your resume or leave with an interviewer.

Many employers use multiple sources to list their job openings and may close their recruitment as soon as they find a qualified applicant. Contact prospective employers as soon as possible, otherwise, the "right person" will fill the job before you even have a chance to apply.

JEMS primary focus is to produce a quality product for job seekers from the military community. If you experience problems or have concerns regarding the JEMS Job Bank, please share them with your employment counselor and she will pass the information to JEMS. We are also interested in hearing about your accomplishments!

Job-Finding Resources

A successful job search is a result of preparation, persistence, and timely follow-up of all leads and involves using a variety of resources:

- Sunday's *Honolulu Advertiser* and *Honolulu Star Bulletin* newspaper want ads
- Networking through business, community, and professional associations
- Friends and acquaintances
- Taking a course at one of the Hawai'i colleges in your career

who have a lot of local contacts.

- Journals, magazines and newspapers serve to keep you up-to-date on what is happening in your field and also list classified advertisements that offer potential employment opportunities.

For job seekers interested in government employment, there are many options on Oahu. Refer to the succeeding pages for information on various government resources.

Identifying Your Job Skills

According to employer surveys, over 90% of interviewees can't adequately define the skills they have to support their ability to do the job. They may have the necessary skills, but they can't communicate that point.

For a clearer idea of skill assessment, job skills can be categorized in three ways: Adaptive, Transferable, and

Wages of Hawai'i's 20 Largest Occupations

<i>Occupation Title</i>	<i>Mean Wage</i>	
	<i>Hourly</i>	<i>Annual</i>
SALESPERSON, RETAIL	\$8.99	\$18,700
CASHIERS	\$8.85	\$18,410
GENERAL OFFICE CLERKS	\$11.46	\$23,860
COMBINED FOOD PREPARATION & SVC WORKERS	\$6.71	\$13,960
WAITERS & WAITRESSES	\$7.08	\$14,720
GENERAL MANAGERS AND TOP EXECUTIVES	\$31.37	\$65,250
JANITORS & CLEANERS	\$8.81	\$18,320
MAIDS & HOUSEKEEPING CLEANERS	\$10.96	\$22,790
SECRETARIES	\$13.82	\$28,740
FIRST-LINE SUPERVISORS & MANAGERS/SUPERVISORS-		
SALES & RELATED WORKERS	\$18.23	\$37,920
REGISTERED NURSES	\$27.37	\$56,930
GUARDS & WATCH GUARDS	\$9.09	\$18,910
TEACHERS, SECONDARY		\$43,470
COOKS, RESTAURANT	\$10.60	\$22,040
LABORERS, LANDSCAPING ETC.	\$10.67	\$22,200
MAINTENANCE REPAIRERS	\$14.32	\$27,780
TEACHERS, ELEMENTARY		\$36,170
TRUCK DRIVERS	\$10.80	\$22,470

Source: Occupational Employment and Wages in Hawai'i 1999

specialty is a great way to meet local professors and students

Job-Related.

Adaptive skills

Adaptive skills are skills you use every day to survive and get along. They are called adaptive because they allow you to adapt to a variety of situations. Some of them are also part of your basic personality. Examples of adaptive skills valued by employers are:

- ☐ Arrive on time
- ☐ Honesty
- ☐ Enthusiasm
- ☐ Hard-working
- ☐ Good attendance
- ☐ Meet deadlines
- ☐ Follow instructions
- ☐ Getting along
- ☐ Ambition
- ☐ Patience
- ☐ Flexibility
- ☐ Maturity
- ☐ Accept responsibility
- ☐ Willing to learn
- ☐ Self-motivation
- ☐ Solving problems
- ☐ Results oriented
- ☐ Creativity
- ☐ Leadership
- ☐ Physical strength
- ☐ Friendliness
- ☐ Sense of humor
- ☐ Persistency
- ☐ Intelligence
- ☐ Complete assignments
- ☐ Sincerity

Transferable Skills

Transferable skills are general skills that can be useful in a variety of jobs, so they can be easily transferred from one job (or career) to the next. Examples of transferable skills valued by employers are:

- ☐ Analyze facts
- ☐ Classify data
- ☐ Arranging functions
- ☐ Motivate people
- ☐ Conduct research
- ☐ Logical
- ☐ Confront others
- ☐ Counsel people
- ☐ Controlling budgets
- ☐ Efficiency concepts

- ☐ Correspondence
- ☐ Articulate
- ☐ Good with hands
- ☐ Inspect things
- ☐ Instructing others
- ☐ Managing projects
- ☐ Interview others
- ☐ Listen
- ☐ Inventive
- ☐ Ingenious
- ☐ Investigate
- ☐ Keep financial records
- ☐ Meeting the public
- ☐ Planning
- ☐ Patient
- ☐ Sensitive
- ☐ Public speaking
- ☐ Supervising others
- ☐ Remembering info
- ☐ Diplomatic
- ☐ Running meetings
- ☐ Negotiate agreements
- ☐ Tolerant
- ☐ Tough
- ☐ Trustworthy
- ☐ Operate vehicles

Job-Related Skills

Job-related skills are the skills most people typically think of when asked, "What can you do?" These skills are related to a particular type of job. For example, today's secretary is often skilled in operating word processing equipment, spreadsheet and database operations, typing, operating fax machines, copiers, answering telephones, filing and basic purchasing.

Good job-related skills will get you that interview, but communicating your adaptive and transferable skills will get you the job! Because technology is continuously redefining jobs and careers, the ability to recognize your skills, add skills and transfer your skills to a new job is very important. Knowing your adaptive and transferable skills will make future job and career changes easier. **Unemployment Compensation Benefits**

If you quit your last job because of your spouses' PCS transfer orders,

you may be entitled to unemployment benefits while you are looking for a new job. You should call your state's unemployment compensation department to determine if the state you are leaving considers military PCS transfer orders eligible for unemployment compensation (many don't).

Hawai'i, for instance, pays unemployment compensation benefits if you quit your job because of PCS orders back to the mainland (certain other requirements must be met). You must continue working up to a week or two before your departure, otherwise your claim can be denied.

Unemployment claims can be initiated in your current state, or when you arrive here. Regardless where you initiate the claim, the paying state will always be the state where you last worked.

Employment Resources

Employment Resource Centers (ERC)

An ERC can assist you with all your job search needs:

- Register to use the JEMS Job Bank
- Individual appointments
- Workshops on Career Planning, Conducting a Job Search, Resume Writing, Interviewing, Completing an Application and many more.
- Employment Resource Center has computers, printers, a library and other helpful resources.

COAST GUARD

Commanding Officer (cw)
USCG Integrated Support Command
Work-Life Center
400 Sand Island Parkway
Honolulu, HI 96819-4398
(808) 541-1586/1580

AIR FORCE

Career Focus Program

Family Support Center
15 MSS/DPF
655 Vickers Ave.
Hickam AFB, HI 96853-5385
(808) 449-2494/6475

MARINE CORPS

Personal Services
MCBH Hawai'i
P.O. Box 63073
Kaneohe Bay, HI 96863-3073
(808) 257-7790

ARMY

Not currently participating in JEMS.
Call 656-1900 for assistance.

NAVY

Fleet and Family Support Center-
Pearl Harbor
Spouse Employment Assistance Program
820 Willamette St.
Pearl Harbor, HI 96860-5108
(808) 473-4222 (press 1)

Satellite Office
NCTAMS EASTPAC, Bldg. 63
500 Center Street
Wahiawa, HI 96786
(Wednesdays by appointment)
(808) 653-0203

Federal Civil Service Employment

Many Federal agencies fill their jobs like private industry by allowing applicants to contact the agency directly for job information and application processing. Previously the Office of Personnel Management (OPM) maintained large standing registers of eligibles and required applicants to take standardized written tests. In addition, applicants completed a standard application form, the SF 171 to apply for all jobs. Today OPM no longer maintains registers of eligibles and only a few positions require a written test. The SF 171 is obsolete and no longer accepted by most Federal agencies. The new Federal application form is Optional Application for Federal Employment, OF 612. In lieu of submitting an OF 612, applicants may submit a resume. Another

change is that job seekers do not need a rating from OPM to enable them to apply for non-clerical vacancies.

USAJOBS, the Federal Government's Employment Information System, provides worldwide job vacancy information, employment information fact sheets, job applications and forms on-line. It has on-line resume development and electronic transmission capabilities. Job seekers can apply for some positions on-line. USAJOBS is updated every business day from a database of more than 12,000 worldwide job opportunities and is available to job seekers in a variety of formats to ensure access for customers with differing physical and technological capabilities. It is convenient, user friendly, accessible through the computer or telephone and available 24 hours a day, seven days a week.

Source: OPM Fact Sheet, "How Federal Jobs Are Filled"

There are several pay systems covering different kinds of jobs. For example, the General Schedule (GS) system covers most white-collar jobs and protective occupations, such as police officers. The grade level you qualify for depends on the relevancy of your education and experience to the job for which you are applying.

Veterans

To be eligible for veterans' preference, you must:

- have served on active duty for at least one day prior to October 15, 1976 and at least 180 consecutive days on active duty, **OR**
- have served in a campaign or expedition for which a campaign medal was received, **AND**
- your separation from active duty must have been under honorable conditions.

Individuals who retired at the rank of O-4 or above are not eligible for preference unless they are disabled

veterans. If you are a veteran, you may re-open registers within 120 days of your discharge.

Names are referred to employers in score order (highest to lowest) so your veteran preference points will affect your standing on the list.

Veterans Readjustment Appointment (VRA) Authority

This authority allows federal agencies to hire certain veterans of the Armed Forces directly without obtaining a list of qualified applicants from Office of Personnel Management registers. **Veterans must have:**

- served on active duty for a period of more than 180 consecutive days, **AND**
- separated under other than dishonorable conditions.

VRA appointees are converted to career or career conditional employment upon satisfactory work for two years. Veterans seeking VRA appointments should apply directly to the agency where they wish to work. VRA eligibles may apply for positions up to GS-11 or WG-11 or equivalent. Eligibility expires 10 years after date of latest separation from active duty.

Your chances of employment with the federal government will depend on many variables. The number of positions available will be related to the funding availability, hiring restrictions (or lack thereof), turnover, etc. **Due to the DOD hiring freeze** and numerous base closures, many of the jobs listed at DOD agencies are limited to current DOD employees. However, read the vacancy announcements carefully; your chances are improved by applying to all positions for which you are qualified. You should contact all federal agencies you're interested in for more information on their application acceptance policy.

Federal Agencies in Hawai'i

Office of Personnel Management
official website with vacancy announcements and information for employment worldwide:
www.usajobs.opm.gov

Air Force:

www.afpc.randolph.af.mil/resweb/
Department of the Air Force
Civilian Personnel Flight
15 MSS/MSCS
655 Vickers Ave.
Hickam AFB, HI 96853-5398
Job Recording: (808) 449-6733
Job Information: (808) 449-2903

Army:

www.cpol.army.mil/index/html
Department of the Army Civilian
Personnel Office Hawai'i
HQ US Army Garrison Hawai'i
Building T-1500
Fort Shafter, HI 96858-5002
Attn: APVG-GVR-T
Job Recording: (808) 438-9301/9302

Coast Guard:

www.uscg.mil/hq/cgpc/cpm/jobs/vacancy.htm
Commander (ap)
Fourteenth Coast Guard District
300 Ala Moana Blvd. Room 9111
Honolulu, HI 96850
Job Information: (808) 541-2284

Defense Commissary Agency:

www.commissaries.com/inside_dec_a/jobs_with_deca.htm

U.S. Customs Service:

<http://www.customs.treas.gov>
Office of District Director
U.S. Customs Service
P.O. Box 1641
Honolulu, HI 96806
Job Information: (808) 522-8070

Federal Aviation Administration:

Federal Aviation Administration
Western Pacific Region
Box 92007
Los Angeles, CA 90009-2007
Attn: AWP-14
Job Information: (310) 297-1305

Housing and Urban Development:

www.hud.gov
Housing and Urban Development
Suite 3A
300 Ala Moana Blvd.
Honolulu, HI 96813
(808) 522-8185

Immigration and Naturalization Service:

Immigration and Naturalization
Service
Honolulu District Office
595 Ala Moana Blvd.
Honolulu, HI 96813
Job Information: (808) 532-3721

Internal Revenue Service:

<http://www.irs.gov>
Internal Revenue Service
Human Resources Branch
300 Ala Moana Blvd., Room 2123
Box 50089
Honolulu, HI 96850
Job Information: (808) 541-3315

Marine Corps:

Department of the Navy Human Resources Office
Employment Branch - Box 63071
MCBH Kaneohe Bay, HI
96863-3071
(808) 254-7619

National Park Service:

<http://www.nps.gov>
National Park Service
300 Ala Moana Blvd, Room 6-226
Honolulu, HI 96850
Phone: (808) 541-2693

Navy:

www.donhr.navy.mil
Department of the Navy
Human Resources Service Center-
Pacific Region
178 Main St, Bldg 199
Honolulu, HI 96818-4048
Job Recording: (808) 474-4453
Job Information Center: (808) 471-0565, Ext: 320/321

Human Resources Office
Navy Region Hawai'i
4300 Radford Drive

Honolulu, HI 96818
Telephone: (808) 471-0154

Human Resources Office
Pearl Harbor Naval Shipyard and
Intermediate Maintenance Facility
517 Russell Ave., Suite 110
Pearl Harbor, HI 96869-4884
Telephone: (808) 474-0176

U.S. Postal Service:

U.S. Postal Service
Personnel Office
3600 Aolele St.
Honolulu, HI 96820-3645
Job Recording: (808) 423-3690

Social Security Administration:

www.ssa.gov
Social Security Administration
300 Ala Moana Blvd, Box 50068
Honolulu, HI 96850
General information: 1-800-772-1213

Veterans Affairs Regional Office:

<http://www.va.gov>
Department of Veterans Affairs
456 Patterson Rd.
Honolulu, HI 96819-152250
General Questions: (808) 566-1000
Job Information: (808) 566-1435

NON-APPROPRIATED FUND EMPLOYMENT

Non-appropriated fund (NAF) employees are federal employees within the DoD or DOT (USCG) paid with non-appropriated funds, (other civilian employees are paid with congressionally appropriated funds). NAF positions occur in a wide variety of areas including the Non-Commissioned Officer's Club, Officer's Club, Recreation Services, Billeting, Financial Management Branch, Exchange Services, etc.

The NAF Human Resources Office (HRO) maintains an applicant supply file from which candidates are referred to fill position vacancies. Anyone can submit an application for positions listed on the NAF Position

Listing. The HRO continues to **accept** applications to maintain the applicant supply file. This does not mean that these positions are vacant or anticipated.

Contact any of the NAF HRO's listed below for information on their application acceptance policy.

NON-APPROPRIATED FUND AGENCIES IN HAWAII

Air Force:

Human Resources Office
Hanger 2, Bldg 2060
900 Hangar Ave
Hickam AFB, HI 96853-5246
Job Information: (808) 449-7372
www.hickamservices.com/hro

Army:

Civilian Personnel Advisory Center
NAF Personnel
Bldg 126, Room 100
Attn: APVG-GV
Fort Shafter, HI 96858-5002
Job Recording: (808) 438-9556
Job Information: (808) 438-9301
Self Service Job Information Center
Hours: Mon-Fri 8:00 a.m.-4:00 p.m.

Coast Guard:

Coast Guard Exchange System
Sand Island
Honolulu, HI 96819-4398
Job Information: (808) 832-2564

Marine Corps:

NAF Personnel Office
Bldg 219 MCBH
MCBH, Kaneohe Bay, HI
96863-3073
Phone: (808) 257-2753
Self Service Job Information Center
www.mccshawaii.com/jobs.htm

Navy:

Morale, Welfare, and Recreation
(Pearl Harbor)
Naval Station
Pearl Harbor, HI 96860
Job Information: (808) 474-0778

EXCHANGE EMPLOYMENT

Exchange employees are generally

paid on an hourly basis. They include, but are not limited to retail sales clerks, stockroom clerks, cashier/checkers, secretaries, service station attendants, food service workers, cooks, waiters, waitresses, janitors, bartenders, housekeepers, lifeguards, clerical administrative and managerial positions. Applications are accepted at the following locations:

AAFES-Pacific:

www.aafes.com
Aliamanu, Fort Shafter, Hickam, and Tripler positions:
AAFES-Hawaii
Building 2171
2121 McClelland Ave
Hickam AFB, HI 96853-5297
Job Information: (808) 423-2659

Schofield/Wheeler Positions:

AAFES-Hawaii
Building 102
Wheeler AAB, HI 96854
Job Information: (808) 624-0581

Coast Guard:

Coast Guard Exchange System
Sand Island Access Road
Honolulu, HI 96819-4398
Job Information: (808) 541-3200

Navy:

Navy Exchange
Human Resource Office
1475 Pierce St., Bldg 693
Pearl Harbor, HI 96860
Job Information: (808) 423-3282

Marine Corps:

Personnel Division
MCBH, Kaneohe Bay
Box 63073
Kaneohe Bay, HI 96863
Job Information: (808) 254-3890

STATE OF HAWAII, CITY & COUNTY OF HONOLULU

Many jobs with the state and city require Hawai'i residency. To become a resident, you must:

- have a local address

- register to vote
- obtain a Hawai'i driver's license (not necessary but it helps)

The State of Hawai'i and City & County of Honolulu can offer you:

- Job training in your career
- Career advancement to help you reach your goals
- Challenge in service and professional careers
- Personal satisfaction through accomplishment and serving others

Note: All new state and city and county jobs are advertised one time in the Sunday *Honolulu Advertiser*, *Honolulu Star Bulletin* and *Mid Week* employment section.

State of Hawai'i

Employment Office:

State Recruiting Office
Department of Human Resources Development
235 S. Beretania St., Room 1100
Honolulu, HI 96813
Job Recording: (808) 587-0977, 24 hours a day

City & County of Honolulu

Department of Human Resources
715 South King St, Suite 550
Honolulu, HI. 96813
City Civil Service Application/Information (808) 523-4301

Hawai'i State Employment Service www.dlir.state.hi.us/wdd

The Work Force Development Division is organized under the State of Hawai'i Department of Labor and Industrial Relations. It is part of a nationwide system of public employment offices providing services at no cost to job seekers and employers.

Job Seeker Services

For those looking for employment or the training needed to qualify for higher-paying jobs, Oahu Worklinks

provides a wide range of opportunities at no cost to the individual:

Job Search Assistance

- Resume writing
- Building interview skills
- Internet access to job leads – searchable by specific skills, personal interests, career goals or by company and industry.

Personal Career Planning Services

- Self-service computerized assessments to identify skills and training needs
- Plan development for career success.

Training Opportunities

- Computer Training
- Job Skills Training for occupations in demand

Complimentary Office Services

- Telephones and message center
- Email, fax machines, copy machines
- Use of personal computer – online labor market and career planning research, cover letter and resume writing, internet job search using local and national job banks and additional job search engines

Library Resource Center

- Daily and Sunday newspapers
- Books, magazines, brochures and job search/training tips
- Reference material and education resource information

Oahu:

Honolulu Office
830 Punchbowl St., Room 112
Honolulu, HI 96813
(808) 586-8700

Kaneohe Office
45-1141 Kamehameha Hwy.
Kaneohe, HI 96744
(808) 233-3700

Waipahu Civic Center
94-275 Mokuola St., Room 300

Waipahu, HI 96797
(808) 675-0010

Kapolei Resource Center
601 Kamokila Blvd. #588
Kapolei, HI 96707
(808) 692-7630

Outer Island Employment

Kauai Branch

WorkForce Development Division
3100 Kuhio Hwy, Room C-9
Lihue, HI 96766
(808) 274-3056

Maui Branch

WorkForce Development Division
2064 Wells St., Suite 108
Wailuku, HI 96793
(808) 984-2091

Hawai'i (Big Island) Branch

WorkForce Development Division
180 Kinoole St., Suite 203
Hilo, HI 96720
(808) 974-4126/4131

Kona Service Office

74-5565 Luhia St.
Kailua-Kona, HI 96740
(808) 327-4770

**Hawai'i State
Department of Education**

The Department of Education (DOE) employs about 12,000 teachers, librarians and counselors. The renewed emphasis on excellence in education has contributed to an increase in teachers' salaries, reduced class size, improved curriculum and expanded education resources.

Geographically, job opportunities occur on all islands – Oahu, Hawai'i, Maui, Molokai, Lanai, and Kauai. However, the greatest demand for new teachers occurs on the neighbor island and in the more rural areas of Oahu, away from the major population center of Honolulu.

Hawai'i is a special place with students representing a variety of multi-

ethnic backgrounds. Therefore, the professional staff must be individuals who are sensitive to the enriching contributions that can be made to the total teaching /learning environment by the island students.

Qualification Requirements

The Hawai'i Department of Education requires candidates to meet entry-level requirements. They are:

1. Completing a State-approved teacher education program from an accredited institution.
2. Passing the PRAXIS tests at the State-validated levels and
3. Successfully completing a structured interview with an authorized professional staff interviewer.

After four semesters of demonstrated competence under supervision, teachers are eligible for tenure if all employment conditions have been met. Sometimes a teacher is permitted to begin employment without fully meeting standards. In these cases, employment is temporary to a maximum of three years and these teachers do not have an opportunity to earn tenure.

**Teacher Licensing
Requirements**

Since School Year 1997/1998, no person may serve in a Hawai'i Public School as a teacher or other employee covered under the provisions of collective bargaining unit 05 without a license or credential issued by the Department of Education. This requirement is established in law by Act 240, Session Laws of Hawai'i 1995 (Section 302A-801 through 302A-809, HRS). By law, fees for licenses and credentials are set by the Hawai'i Teacher Standards Board. The purpose for the teacher licensing requirements is to ensure that education professionals possess the appropriate training, preparation, and competencies for teaching. A teacher

license is issued for a five-year period and may be extended subject to renewal requirements.

Credentials are issued to persons who do not meet the standards established by the Hawai'i Teacher Standards Board. Credentials are issued for no more than one year and, if further employment is necessary, it may be extended for a maximum of three years.

Certificated Positions

Certificated positions are **full time** or **half time** contracted positions as a teacher, school counselor and school librarian. Starting gross annual salaries depend on experience and education, range from \$29,204 to \$39,837.

DEPARTMENT of EDUCATION OFFICE OF PERSONNEL SERVICES

1390 Miller St., Room 310
Honolulu, HI 96813

Mailing Address:

Teacher Recruitment
P.O. Box 2360
Honolulu, HI 96804
(808) 586-3420 (Recruitment)
**Part-time Temporary
Teachers**

Part-time teachers are on an hourly wage schedule and work less than 17 hours a week. Network with the school you are interested in working for and contact your district office for the application procedures and information. Volunteering at the school helps in obtaining a part-time position (when an opening occurs). Call for information and an application.

Substitute Teachers

Substitute teachers are on-call on a daily basis. Network with the school you are interested in working for and contact your district office for the application procedures and information.

Classified Positions

For teachers' aides, clerical staff, cafeteria positions and security attendants, call 587-0977 for information and applications (24-hour application line) or apply at:

State Recruiting Office,
235 South Beretania St, 11th Floor
Honolulu, HI 96813

A+ Positions

A+ positions provide after school care and activities for over 27,000 students in grades K--6 at public elementary schools. The program operates every school day from about 2:00 to 5:30 p.m.

Applications should be submitted directly to the school, or they may be submitted to the district office. Call (808) 733-9895 for applications and more information.

District Offices

Honolulu District Office Personnel Office

4967 Kilauea Ave.
Honolulu, HI 96816
(808) 733-4870

Central District Office Personnel Office

Mililani Technology Park
Leilehua Building, Suite 50
300 Kahelu Ave
Mililani, HI 96789
(808) 627-7475

Leeward District Office Personnel Office

601 Kamokila Blvd, Room 418
Kapolei, HI 96707
(808) 692-8009

Windward District Office Personnel Office

46-169 Kamehameha Hwy.
Kaneohe, HI 96744
(808) 233-5703

Maui District Office

(808) 243-5221

Kauai District Office

(808) 241-3493

Hawai'i (Hilo) District Office

(808) 933-4237

Private School Employment

Oahu has numerous private schools that hire teachers, aides and support staff. A Hawai'i Department of Education license is not required for teaching in a private school. Refer to Appendix C for a list of private schools.

Child Labor Certificates

If your teenager is interested in seeking employment after school, contact the Employment Resource Counselor, located at the Work Life Center, 541-1586

Under the Hawai'i Child Labor Law, a child labor certificate or "work permit" is required for working minors until they reach 18 years of age.

There are **two** types of certificates:

1. Certificate of Employment (for 14-and 15-year old minors).
2. Certificate of Age (for 16 and 17 year old minors).

Certificate of Employment: When a 14-or 15-year old minor is hired, the employer is required to obtain a Certificate of Employment before the minor starts working. Either the employer or the minor and parent may assist in completing the following steps to obtain a certificate.

1. Obtain application CL-1 from the Child Labor Office or any satellite city hall (see POV section for a listing of satellite city halls). This application must be completed and signed by both the employer and a parent or guardian of the minor.
2. Return the completed application and an acceptable proof of age document either in person or by mail to the main Child Labor Of-

fice (not satellite city hall) before the child starts working. If the application is submitted in person, a temporary authorization slip will be issued.

3. Proof of age documentation: Social security number, home address and home phone number.

If the work is allowable under the law, a Certificate of Employment will be mailed to the employer. The minor may start working upon receipt of either a temporary authorization slip or the regular certificate. If the minor works for a new employer, this same procedure must be followed again.

Work Restrictions: The following work restrictions apply to minors up to 15 years old:

- Work hours can only be from 7:00 a.m. to 7:00 p.m.
- No more than 8 work hours per day.
- No more than 10 hours per day combined work and school hours.
- No more than 40 hours per week.
- No more than 6 straight work hours without a rest break.

Certificate of Age: This certificate is issued to 16-or 17-year old minors who plan to work before age 18. The minor needs no promise of a job and may obtain this certificate in advance by presenting an acceptable proof of age document to the Child Labor Office. There is no application form to complete. The minor will be issued a wallet-size Certificate of Age, which the minor keeps. When a minor is hired, the employer is required to record and keep on file the Certificate of Age **number**.

Acceptable Proof of Age

- Birth certificate
- State of Hawai'i ID
- Military ID card

- Immigration record (passport, alien card, visa)
- Hawai'i driver's license
- Baptismal certificate
- School record
- Court record
- Adoption record

Child Labor Office Locations

Oahu

Child Labor Office
830 Punchbowl St., Rm. 340
Honolulu, HI 96813
(808) 586-8777 (recording)
(808) 586-8782 (information)
(808) 586-8766 (fax)

Hawai'i (at Hilo)

Child Labor Office
State Building
Hilo, HI 96720
(808) 933-4391

Kauai

Child Labor Office
State Building
Lihue, HI 96766
(808) 241-3442

Maui

Child Labor Office
2145 Kaohu St., Rm. 205
Wailuku, HI 96793
(808) 243-5322

Military Spouse Preference

Section 806 of Public Law 99-145, "Department of Defense (DoD) Authorization Act of 1986, "directed DoD to increase employment opportunities for spouses of active duty Armed Services personnel. The spouse preference program derived from this law applies to military spouses who relocate to accompany their sponsor on a permanent change of station (PCS) move to an active duty location. By giving these spouses priority in the employment selection process, Congress hoped to reduce the impact of frequent relocations on spouses' careers.

Military Spouse Preference (MSP) is a one-time initial employment preference for vacant positions within the Department of Defense (DoD).

MSP applies to positions with Appropriated Funds (AF) – General Schedule (GS) and Wage Grade/Wage Leader (WG/WL), Non-Appropriated Funds (NAF and AAFES). It applies to positions that are anticipated to last one year or longer.

At DoD installations in the U.S., its territories and possessions, military spouses can exercise their statutory employment preference through the DoD Military Spouse Preference Program (Program S), an automated registration and referral system that operates as a subprogram of the Department of Defense Priority Placement Program (PPP). In foreign areas, eligible spouses receive preference under procedures administered by local DoD civilian personnel offices.

Spouses must meet a number of requirements before they can register for the Military Spouse Preference Program. They must be married to their military spouse prior to the reporting date of the sponsor's new assignment and can apply at any human resources (personnel) office within the community area of the sponsor's permanent duty location. In addition, the spouse may register only if he or she accompanies a military spouse who is:

- assigned by a PCS move from overseas to the U.S. or to a different commuting area within the U. S., including the U.S. territories or possessions;
- relocating to a new permanent duty station after completing basic and advanced individual training;
- permanently assigned to the same duty station where the sponsor received initial entry training;

- assigned by PCS to a service school regardless of the duration of the training; or
- a former military member who re-enlists and is placed directly in a permanent assignment.

However, if spouse's sponsor is reassigned on an unaccompanied tour with orders specifying his or her follow-on assignment, the spouse may register for positions in the commuting area of the follow-on assignment at any time during the sponsor's unaccompanied tour. Spouses are not eligible for employment preference when their military sponsor relocates in connection with retirement or separation.

Registration Assistance

Local human resources offices serve as the registration points for the Military Spouse Preference Program. Spouses in the U.S. may apply for the Military Spouse Preference Program 30 days prior to the sponsor's reporting date to the new duty station. However, spouses traveling to overseas areas cannot receive preference until they actually arrive. A spouse remains eligible for preference throughout the sponsor's tour until the spouse accepts or declines a job offer that is considered valid under DoD policy.

Spouses apply for Program S or overseas preference must indicate whether they are interested in temporary positions. They should also bring the following documents when they register for preference:

1. Application (SF 171 or OF 612) or resume

2. Copy of an SF-50 document current or previous federal employment (if applicable)
3. Copy of last performance appraisal (if the spouse currently works for the Federal government)
4. Executive Order 12721 paperwork (if registering for Program S after returning from an overseas area)
5. DD 214, Member 4 copy
6. SF 15 claiming 10-point preference and letter from the Veterans Administration dated within last year showing percentage of disability (if applicable)
7. Any required transcripts (This is especially important if the spouse seeks a position as a healthcare provider)
8. Applicable licenses or certifications
9. PCS orders documenting spouse's assignment

EXECUTIVE SEARCH FIRMS

In addition to the many temporary agencies listed in the yellow pages, there are upper level executive search firms for advanced placement of highly qualified candidates. This listing is for information only and does not constitute any endorsement from the U.S. Coast Guard or the Department of Transportation.

These firms charge fees ranging from \$3,000 to over \$15,000, which are mostly (but not always) paid by the prospective employer. **Always ask** about their fee policy and read any contract carefully before signing. Call Coast Guard legal assistance at 541-2108 if you need advice on any contract specifics.

Inkinen & Associates, Inc.

1001 Bishop St., Pauahi Tower,
#477, Honolulu, HI 96813
(808) 521-2331
www.inkinen.com

Management Recruiters & Sales Consultants of Honolulu

1001 Bishop St., Pacific Towers
Suite 700, Honolulu, HI 96813
(808) 533-3282
www.mrlhonolulu.com

Dunhill Professional Search of Hawai'i

1164 Bishop St., Suite 124
Honolulu, HI 96813
(808) 524-2550
www.dunhillstaff.com

R. R. Chapman & Company

3515 Hookipa Place
Kihei, HI 96753
(808) 874-8470
www.hawaiihotelcareers.com

Staffing Partners, A division of SOS Staffing Services, Inc.

1441 Kapiolani Blvd, Suite 1907
Honolulu, HI 96814
(808) 945-9300

Adecco Personnel Services/Adecco Technical Services

1001 Bishop St., Pacific Tower
#2001, Honolulu, HI 96813
(808) 533-8809
www.adecco-hawaii.com

ALTRES Staffing Inc.

967 Kapiolani Blvd.
Honolulu, HI 96814
(808) 591-4940
www.altres.com

Pets

*This is a very **important** section for personnel transporting pets to Hawai'i. To ensure that we are providing access to the most up-to-date information and required forms, please refer to the State of Hawai'i, Department of Agriculture's website at http://www.hawaiiag.org/hdoa/ai_aqs_info.htm*

ANIMAL QUARANTINE STATION INFORMATION

Department of Agriculture
Animal Quarantine Branch
99-951 Halawa Valley St.
Aiea, HI 96701-5602
Telephone number: (808) 483-7151
FAX(808) 483-7161
Airport Facility (808) 837-8092
(24-hours)

Hawai'i is a rabies-free state. Hawai'i's quarantine law is designed to protect residents and pets from potentially serious health problems associated with the presence and spread of rabies. Success of the quarantine program is dependent on maintaining isolation of your pet from other animals for the required quarantine period.

DoD PET QUARANTINE FEE REIMBURSEMENT

Pet quarantine fee reimbursement incurred in connection with the mandatory quarantine or beginning on or after 28 December 2001 increased from \$275 to \$550 per PCS transfer.. Following are the guidelines to apply for reimbursement:

The member must incur the cost and then request reimbursement on this PCS travel claim. The receipt must accompany the travel claim in order to get reimbursed.

If the member does not receive their receipt in time to complete their normal PCS travel claim, a supplemental travel claim can be submitted, after the fact.

IT'S THE LAW

Importation of dogs, cats, and other carnivores into Hawai'i is governed by Chapter 4-29 of the State of Hawai'i, Department of Agriculture Administrative Rules. This law says that these animals are required to complete a 120-day confinement in the State Animal Quarantine Station. If specific pre-arrival and post-arrival requirements are met, animals may qualify for a 30-day quarantine.

The animal quarantine program began in 1912 with a quarantine period of 120 days. A 30-day quarantine alternate program was approved in 1997.

IMPORTANT: To qualify for the 30-day quarantine period, all general and specific pre- and post-arrival requirements must be met. Owners are responsible to ensure that all documents are in order and all requirements are met. Deficiencies in any of the requirements will result in a 120-day quarantine period.

GENERAL PRE-ARRIVAL REQUIREMENTS

The following requirements shall be met for all dogs and cats entering quarantine:

Health Certificate – A health certificate issued by an accredited veterinarian within 14 days prior to arrival is required. (Check with the specific airline regarding their health certificate time requirements.) The health certificate must be written in English, be an original document (not a facsimile or photocopy), and bear an original or carbon signature and legible name, address and telephone number of the certifying veterinarian. The health certificate must also contain the following information:

A complete description of your pet including age, markings, sex, breed and any additional identifying characteristics.

Written declaration by issuing veterinarian that the animal was treated to kill all ticks and other external parasites within 14 days prior to arrival except when a veterinarian provides a written statement that such treatment may be detrimental to the animal's health. List the name of the treatment used and the date of treatment.

Certification that your pet is free of any evidence of infectious and contagious disease.

Certification by the issuing veterinarian to the accuracy of the information stated on the health certificate.

Record of all required vaccinations. For rabies vaccinations, the name of the vaccine, lot/serial number, expiration date of the lot and date the vaccination was given must be included. **To qualify for 30-day quarantine**, list information on the two (2) most recent rabies vaccinations.

The microchip number and date of implantation.

Electronic Microchip—All dogs and cats attempting to qualify for the 30-day quarantine program are required to have an implanted electronic microchip. The microchip does not have to be purchased from the State of Hawai'i, but must be U. S. made and readable with an AVID standard scanner (AVID chip, Home Again Chip).

For 30-day quarantine qualifiers, it is the owner's responsibility to have the microchip implanted by a veterinarian and ensure the microchip number is recorded legibly on the serum sample submitted for the rabies testing. The microchip number must be included on the results of the rabies test.

Vaccinations - All dogs and cats entering Hawai'i must be vaccinated for common infectious agents to protect the health of all animals during quarantine.

Rabies Vaccination - All dogs and cats 90 days of age or older at the time of entry must be vaccinated against rabies with an approved inactivated rabies vaccine (listed in the most recent

Compendium of Animal Rabies Control prepared by the National Association of State Public Health Veterinarians) within 12 months prior to arrival.

Rabies vaccination status is important in assigning the length of the quarantine period.

- a. For 120-day quarantine; rabies vaccination within the previous 12 months with an approved monovalent inactivated rabies vaccine.
- b. *For 30-day quarantine see: Special Requirements to Qualify for 30-day quarantine.*

The owner, consignee, handler, or carrier shall pay all expenses including private veterinary examinations, vaccinations, microchip implantation, hospitalization, testing, medication, treatment, transportation, and returned shipments to shipper or consignor for animals failing to meet pre-arrival requirements.

Other Dog Vaccinations -

Dogs 90 days of age or older at the time of arrival shall be vaccinated not less than ten days and not more than 180 days prior to arrival against:

- Canine distemper virus;
- Canine infectious hepatitis virus or canine adenovirus-2;
- Canine parvovirus;
- Canine parainfluenza virus;
- Bordetella bronchiseptica (kennel cough); and Canine coronavirus vaccination is recommended but optional.

Heartworm Testing – Optional. While in Hawai'i, all dogs should remain on heartworm prevention. For cat recommendations, consult your veterinarian.

ian.

Other Cat Vaccinations- Cats 90 days of age or older at the time of arrival shall be vaccinated not less than ten days and not more than 180 days prior to arrival for:

- Feline panleukopenia virus (feline viral enteritis);
- Feline viral rhinotracheitis (feline herpesvirus-1);
- Feline calicivirus; and
- Chlamydia psittaci (pneumonitis).
- Feline Leukemia (Felv) vaccination is recommended but optional.

For better protection, vaccination for common infectious agents 2-3 weeks prior to shipping is highly recommended.

SPECIFIC REQUIREMENTS TO QUALIFY FOR 30-DAY QUARANTINE

In addition to the general requirements, the following requirements are used to determine qualification for 30-day quarantine period.

30-DAY PRE-ARRIVAL REQUIREMENTS

The following requirements shall be met to qualify for 30-day quarantine.

1. A minimum of two (2) rabies vaccinations not less than 3 months apart with an approved monovalent inactivated rabies vaccine or recombinant vaccine.
2. OIE-Fluorescent Antibody Serum Neutralization Test (OIE-FAVN test)
3. Animal must wait at least 90 days after the pre-arrival test before entry into Hawai'i.

Animals arriving before 90 days have elapsed will be quarantined for 120 days. Meeting all general and pre-arrival requirements is an essential first step for qualifying for 30-day quarantine.

**30-DAY
POST ARRIVAL
REQUIREMENTS**

**OIE-Fluorescent Anti-
body Serum Neutraliza-
tion Test (OIE-FAVN
test)**

To qualify for 30-day quarantine, a post-arrival rabies blood test (OIE-FAVN) is required. A result of 0.5 I.U. per milliliter of rabies antibodies or greater is required. **IMPORTANT:** Only ONE post-arrival OIE-FAVN test is performed. Failure to meet required OIE-FAVN test will result in 120-day quarantine.

Blood is not collected until payment for the 30-day qualification and testing fee is made. Owners are required to submit a signed consent form allowing the State to sedate your pet, if necessary, to collect a blood sample. Blood collection from some dogs and cats can be very difficult without sedation. If no such signed consent is received, blood may not be obtained from your pet. Private veterinarians will be allowed to collect blood for OIE-FAVN testing only at the quarantine station by appointment. Payment for services provided by private veterinarians is the responsibility of the owners.

**LABORATORIES WHERE THE
PRE-ARRIVAL OIE-FAVN TEST**

IS AVAILABLE.

Department of Pathobiology/Diagnostic Medicine, 1800 Denison Ave., Kansas State University, Manhattan, KS 66506-5600.
Phone: (785) 532-4455

Military Personnel Only:

USA Veterinary Laboratory
Attn: MCVS-SCL-D
2472 Schofield Road, Bldg. 2630
Fort Sam Houston, TX 78234-6232.
Phone: (210) 916-7904
FAX (210) 270-2559, e-mail: rgvetlab@bamc-amedd.army.mil

**ANIMAL QUARANTINE
STATION FEES**

The following is a fee schedule for the different services provided by the animal quarantine station. Your animal/s may not need many of these services, but they are listed here for your information.

\$250.00 30-day qualification fee (for 30-day qualifiers only)
\$145.00 Overhead Expense
\$25.00 Registration Fee
\$10.00 Health Record Fee
\$7.50 Daily fee for each pet (or total either \$225 or \$900), except that diabetic dogs requiring daily insulin injections shall be assessed an additional daily fee of \$1.00.
\$17.00 Microchip, including shipping and handling to a United States location.
\$27.00 Microchip, including shipping and handling to a foreign country location.
\$60.00 OIE-FAVN test done by the department.
\$14.00 Bathing prescribed by the station veterinarian and provided by station personnel.

VACCINATION

\$ 6.00 for administration of each vaccination
\$ 5.00 for each vaccine not provided by the animal owner
\$18.00 Microchip and implanta-

tion
\$ 4.00 Ground transportation between an approved hospital on Oahu and the animal quarantine station (each round trip)
\$12.00 Dipping, spraying, dusting, or sponging to control external parasites detected on animals upon entry into quarantine (each treatment)

WORMING

\$12.00 for each single worming treatment except for whip worms (Trichuris)
\$20.00 for each three-day treatment
\$10.00 Giardia (each course of treatment)
\$15.00 Health Certificate issued by quarantine station veterinarian
\$4.00 Duplicate of receipts

COPIES OF RECORDS

50 cents for each page copied
\$40.00/hr-General veterinary services performed for medical problems requiring treatment on an emergency basis and elective procedures done at the discretion of the station veterinarian (\$10.00 minimum)
\$8.00/test-Fecal testing for internal parasites at owners request
\$8.00/test-Heartworm testing at owners request
\$15.00 - Service charge assessed for any check, draft, certificate of deposit, or other negotiable instrument that is dishonored for any reason.

Each offspring born at the animal quarantine station will be charged an adult daily rate. There is an additional \$7.50 per day penalty for pets left in the Quarantine Station beyond their scheduled release date or for pets that arrive pregnant, past 45 days gestation.

REFUNDS of less than \$15 shall not be processed except after written request by the owner to the animal quarantine manager. The written request shall be made within one year of release.

The Hawaiian Humane Soci-

ety's web site provides access to all kinds of information relating to pets. Here is a sample of what you'll find at:
www.hawaiianhumane.org

Adoptions
Dog Hikes
Dog License
Education
Events
Feral cat sterilization
Laws
Lost & Found Pets
Neuter Now
Parks

Volunteer

NOTE:

This information has been provided as an overview of the quarantine procedure. If you are bringing a pet to Hawai'i, you should contact the Animal Quarantine Station and request an information package. It will include all the necessary forms and detailed information.

Reptiles and animals that are classified as rodents are not allowed into the State.

OUTER ISLAND INFORMATION:

Pets must be quarantined on Oahu. The member must send a notarized letter to the Department of Agriculture, Animal Quarantine Branch, 99-951 Halawa Valley St., Aiea, HI 96701-5602, releasing the pet(s) to a grooming service. There are many pet groomers. Check with your Hawai'i veterinarian, the Quarantine staff, or the Honolulu Yellow Pages.

MILITARY ORGANIZATIONS

Get Involved!

Share Your Ideas and Talents!

Due to the Privacy Act, spouses' support organizations cannot directly obtain names and addresses of incoming personnel. **If you are interested in becoming a member, contact one of the organization's officers.**



The **Chief Petty Officers' Association (CPOA)** is an organization for active duty and retired Chief Petty Officers. Meetings are held the first Thursday of each month at the ISC Honolulu Galley on even months and at Air Station Barber's Point on odd months. Special events include a holiday food basket drive and scholarship fund. Information on the CPOA is available on the Internet at:
www.ischon.net/cpoa_home.htm

Hawaiian Islands CPOA
C/O ISC HONOLULU
Sand Island Parkway
Honolulu, HI 96819-4398

President

CPO Frank Allard
fallard@d14.uscg.mil
AIRSTA Barbers Point

Vice-President

CPO Deanna Sasse
dsassed14.uscg.mil
MSO Honolulu

Secretary/Treasurer

CPO Jeff Carpenter
Jcarpenter@d14.uscg.mil
ATG MID-PAC



The **Officers' Association** is an organization for active duty and retired Officers and Chief Warrant Officers. Civilians serving in grade GS-9 and above are also eligible for membership. Periodic meetings are held at Club 14 on Sand Island and other locations. Calendar year 2000 board members are as follows:

President

CAPT Dana Ware
CINCPACFLT, 471-8632

Vice President

CDR John Sifling
MSO Honolulu, 522-8264

Secretary

LTJG Ian Bastek
AIRSTA BP, 682-2603

Treasurer

CWO Robert Fisher
ISC Honolulu, 541-2479



The **Coast Guard Spouses Association (CGSA)** is a non-profit club in which friendships can be established, nurtured, and renewed; promotes the morale and well-being of military personnel and their families; promotes and supports "the Coast Guard Family"; and engages in charitable and social activities which contribute to the community.

Honorary President

Peggey Baldwin

President

Edna Monroe, 550-2620

Vice President

Jennifer Stone

Honorary Vice President

Wanda Allen-Yearout

Corresponding Secretary

Lori Ulsh

Treasurer

Stephanie Bastek, 674-9689

Membership

Kim Hollingsworth

Coast Guard Foundation

394 Taugwonk Rd.
Stonington, CT., 06378-1807
(860) 535-0786
www.uscg.mil/hq/cgi/voled/foundationfaq.htm



The **Fleet Reserve Association (FRA)** is a national organization that lobbies congress to preserve the rights of U.S. servicemen and women. The members of the organization are active duty and retired Navy, Marine and Coast Guard personnel who serve or have served as enlisted members of the service. The Honolulu branch is the 6th largest with close to 2000 members. The branch's most notable fund raising effort is selling flags flown over the Arizona Memorial. To learn more about the FRA visit:
www.fra.org

FRA Hawaii
891 Valkenburgh Street
Honolulu, HI 96819

President

Ramona Greman
422-2121

Secretary

Fred Ballard, 422-2121



The Non-Commissioned Officers' Association

(NCOA) is a national organization with several chapters located at military installations throughout Oahu. It is comprised of volunteers who organize and sponsor activities within the local community. It also provides an avenue for informal networking between NCOs. There is no NCOA chapter specifically affiliated with any of the Coast Guard bases but the chapters are open to CG members, including:

Chapter 1486, Alii Chapter
MSGT David Doiron, 423-9093

Chapter 1633, Hawaii Joint Military Services Chapter
SGM Lester Yoshimura, 655-4653

Chapter 0346, Paradise Island Chapter
1SG Gregory Hale

For a complete branch list visit:
www.ncoausa.org/chapters



The **Navy League** is a non-profit educational organization who's mission is to educate the public on the importance of the maritime service for our national defense, to support health, welfare, and morale programs for sea service members and their families and to assist the sea services in achieving their readiness goals. The Navy League offers medical, auto insurance, and several vendor benefits to its members. To learn more about the Navy League's Honolulu Council, visit:

www.navyleaguehawaii.org

Honolulu Council Navy League
P.O. Box 31032
Honolulu, HI 96818-1032

President

Glenn Hong, 543-9322

Executive Director

Robert Holub, 422-9404

TLA QUALIFIED HOTEL LISTINGS

Appendix A

TLA Hotels

Adapted from the **Community Homefinding, Relocation, and Referral Services (CHRRS)** listing of TLA qualified hotels for the islands of Oahu, Hawai'i, Kauai, and Maui.

All listed units have been inspected by **CHRRS** and qualified for TLA occupancy by incoming PCS members and their families. Call CHRRS at (808) 474-1972/3/4/5/6/7 if you have any questions.

In addition to approving TLA hotel accommodations, CHRRS also assists all active duty members with obtaining **on-the-economy rental apartments, townhomes and houses**. CHRRS is located at 988 Spence Street (BLDG 2562), Honolulu, HI 96819-3913 (adjacent to the Moanalua Shopping Center).

Selecting a Hotel

- There are many listings for TLA qualified hotels. The best way to finalize your TLA hotel selection is by direct communication with your sponsor and new unit.
- All members are encouraged to use accommodations with adequate kitchen facilities. **Kitchen adequacy** is defined as containing the essentials for preparing and consuming meals therein; i.e., work area (counter or table, sink, water, etc.), kitchenware, tableware, refrigerator, and a range with at least three burners. A two-burner range or hot plate with an oven or microwave oven can be considered adequate within this definition. Remember that an adequate kitchen facility reduces your Meals & Incidental portion of your TLA entitlement by 50%.
- Parking fees are not a reimbursable expense on TLA. You may want to select a hotel with low or no parking fees.

**AK= Adequate
Kitchen units
available**

TLA HOTELS ON OAHU

HOTEL	PHONE	ADDRESS	TOLL-FREE	AK
Ala Moana Hotel	955-4811	410 Atkinson Dr, Honolulu	1-800-367-6025	No
Ambassador Hotel	941-7777	2040 Kuhio Ave. Honolulu	1-800-923-2620	Y/N
Aston Aloha Surf Hotel	923-0552	444 Kanekapolei St, Honolulu	1-800-423-4514	No
Aston Coconut Plaza	923-8828	450 Lewers St., Honolulu	1-800-922-7866	No
Aston Coral Reef	922-1262	2299 Kuhio Ave, Honolulu	1-800-922-7866	No
Aston-Executive Centre	539-3000	1088 Bishop St., Honolulu	1-800-949-3932	Y/N
Aston Pacific Monarch	923-9805	2427 Kuhio Ave. Honolulu	1-800-922-7866	No
Aston Waikiki Beach	922-2511	2570 Kalakaua Ave. Honolulu	1-800-877-7666	
Aston Waikiki Grand	923-1511	134 Kapahulu Ave. Honolulu	1-800-922-7866	No
Aston Waikiki Sunset	922-0511	229 Paoakalani Ave, Honolulu	1-800-922-7866	Yes
Best Inn Hukilau Resort	293-9282	55-109 Laniloa St., Laie, Oahu	1-800-526-4562	No
Best Western Plaza	836-3636	3253 No. Nimitz Hwy, Honolulu	1-800-800-4683	No
Breakers Hotel, The	923-3181	250 Beach Walk, Honolulu	1-800-426-0494	Y/N
Clarion Waikiki Terrace	955-6000	2045 Kalakaua Ave., Honolulu	1-800-367-5004	No
Diamond Head Beach	922-1928	2947 Kalakaua Ave, Honolulu	1-800-923-1928	Yes
Doubletree Alana	941-7275	1956 Ala Moana Blvd., Honolulu	1-800-367-6070	No
Hale Koa Hotel*	955-0555	2055 Kalia Rd, Honolulu	1-800-367-6027	No
*Military owned resort hotel in Waikiki				
Harbor Arms Apt Hotel	488-5556	98-130 Lipoa Pl, Aiea	1-800-360-5556	No
Harbor Shores Apt	488-5742	98-145 Lipoa Pl, Aiea	1-800-227-8796	Y/N
Apartments 106-109, 206-209, and 306-309 are approved				
Hawai'i Polo Inn	949-0061	1696 Ala Moana Blvd, Honolulu	1-800-669-7719	No
Hawaiian King	924-3332	417 Nohonani St., Honolulu	1-800-545-1948	Yes

Apartments 105/112/202/203/208/306/313/314/402/403/404/409/411/413/502/503/507/511				Yes
Hawaiian Regent Hotel	922-6611	2552 Kalakaua Ave, Honolulu	1-800-367-5370	No
Hawaiiana Hotel	923-3811	260 Beachwalk, Honolulu	1-800-535-0085	Y/N
Hilton Hawaiian Village	949-4321	2005 Kalia Rd, Honolulu	1-800-445-8667	No
Hilton Turtle Bay Golf	293-8811	57-091 Kamehameha Hwy Kahuku		
Honolulu Airport	836-0661	3401 Nimitz Hwy, Honolulu	1-800-800-3477	No
Honolulu Prince Hotel	922-1616	415 Nahua St., Honolulu	1-800-922-7866	Y/N
Ilima Hotel	923-1877	445 Nohonani St, Honolulu	1-800-367-5172	Yes
Imperial of Waikiki	923-1827	205 Lewers St, Honolulu	1-800-347-2582	Y/N
Inn at Schofield Barracks	624-9650	563 Kolekole Ave., Wahiawa		No
Inn on the Park	946-8355	1920 Ala Moana Blvd., Honolulu	1-800-367-5004	No
Island Colony– A Marc	923-2345	445 Seaside Ave., Honolulu	1-800-535-0085	Yes
Kuhio Village Resort	926-0641	2463 Kuhio Ave, Honolulu	1-800-367-5004	No
Maile Sky Court	947-2828	2058 Kuhio Ave. Honolulu	1-800-279-0126	No
Marc Hawaiian Monarch	949-3911	444 Niu St. Honolulu	1-800-535-0085	No
Marc Suites Waikiki	922-9700	412 Lewers St. Honolulu	1-800-535-0085	Yes
Marc Suites Waikiki Royal	926-5641	255 Beachwalk, Honolulu	1-800-535-0085	Yes
Miramar At Waikiki	922-2077	2345 Kuhio Ave, Honolulu	1-800-367-2303	No
New Otani Kaimana	921-7017	2863 Kalakaua Ave, Honolulu	1-800-356-8264	No
Ocean Resort Hotel	922-4671	175 Paoakalani Ave, Honolulu	1-800-367-2317	No
Ohana Ala Wai Tower	942-7722	1700 Ala Wai Blvd., Honolulu	1-800-279-0126	No
Ohana Surf Hotel	922-5777	2280 Kuhio Ave., Honolulu	1-800-279-0126	No
Outrigger East Hotel	922-5353	150 Kaiulani Ave, Honolulu	1-800-279-0126	No
Outrigger Islander Waikiki	923-7711	270 Lewers St., Honolulu	1-800-279-0126	No
Outrigger Reef Hotel	923-0711	2169 Kalia Rd, Honolulu	1-800-279-0126	No
Outrigger Waikiki Hotel	923-3111	2335 Kalakaua Ave, Honolulu	1-800-279-0126	No
Pacific Beach Hotel	923-4511	2490 Kalakaua Ave, Honolulu	1-800-367-2373	No
Pacific Marina Inn	591-2235	2628 Waiwai Loop, Honolulu	1-800-367-5004	Yes
Pagoda Hotel	941-6611	1525 Rycroft St, Honolulu	1-800-367-6060	Y/N
Park Shore, The	923-0411	2586 Kalakaua Ave, Honolulu	1-800-367-2377	No
Queen Kapiolani	591-2235	150 Kapahulu Ave, Honolulu	1-800-367-5004	No
Radisson Waikiki Prince Kuhio	921-5503	500 Kuhio Ave, Honolulu	1-888-557-4422	No
Renaissance Ilikai Waikiki	949-1811	1777 Ala Moana Blvd, Honolulu	1-800-245-4524	Y/N
Royal Garden	943-0202	440 Olohana St, Honolulu	1-800-367-5666	No
Royal Hawaiian Hotel	923-7311	2259 Kalakaua Ave, Honolulu		No
Schrader's Windward	239-5711	47-039 Lihikai Dr, Kaneohe	1-800-735-5711	Y/N
Sheraton Moana Surfrider	922-3111	2365 Kalakaua Ave, Honolulu	1-800-782-9488	No
Sheraton Princess Kaiulani	922-5811	120 Kaiulani Ave, Honolulu	1-800-782-9488	No
Sheraton Waikiki	931-4422	2255 Kalakaua Ave, Honolulu	1-800-782-9488	No
W. Honolulu Diamond Head	924-3111	2885 Kalakaua Ave, Honolulu	1-877-946-8357	No
Waikiki Beachcomber	922-4646	2300 Kalakaua Ave, Honolulu	1-800-622-4646	No
Waikiki Gateway	955-3741	2070 Kalakaua Ave, Honolulu	1-800-247-1903	No
Waikiki Hobron	942-7777	343 Hobron Lane, Honolulu	1-800-279-0126	No
Waikiki Joy	923-2330	320 Lewers St., Honolulu	1-800-922-7866	No
Waikiki Malia	923-7621	2211 Kuhio Ave., Honolulu	1-800-279-0126	No
Waikiki Parkside	955-1567	1850 Ala Moana Blvd. Honolulu	1-800-237-9666	No
Waikiki Reef Lanais	923-3881	255 Saratoga Rd., Honolulu	1-800-279-0126	No
Waikiki Reef Towers	924-8844	227 Lewers St., Honolulu	1-800-279-0126	No

TLA HOTELS ON HAWAII (The Big Island)

HOTEL	PHONE	ADDRESS	TOLL-FREE	AK
Hawai'i Nanioloa Hotel	969-3333	93 Banyan Dr, Hilo, Hawai'i	1-800-367-5360	No
Hilo Hawaiian Hotel	935-9361	71 Banyan Dr, Hilo, Hawai'i	1-800-367-5004	No
Hilo Seaside	935-0821	126 Banyan Way, Hilo, Hawai'i	1-800-560-5557	Y/N
Uncle Billy's Hilo Bay	935-0861	87 Banyan Dr, Hilo, HI		Yes

There are other official TLA locations on the island of Hawai'i; however, they are not within a realistic commute distance to Hilo where the CGC Kiska is homeported. If you desire further TLA information please contact your sponsor.

TLA HOTELS ON KAUAI

HOTEL	PHONE	ADDRESS	TOLL-FREE	AK
Lac Nani Resort	921-6888	410 Papaloa Rd., Kapaa, Kauai	1-800-279-0126	Yes
Marc Pono Kai Resort	535-0085	1250 Kuhio Hwy, Kapaa, Kauai	1-800-535-0085	Yes
Outrigger Kauai Beach	245-1955	4331 Kauai Beach Dr., Lihue, Kauai	1-800-688-7444	Yes
Outrigger Lac Nani	688-7444	410 Papaloa Rd., Lihue, Kauai	1-800-688-7444	Yes
Plantation Hale	822-4941	484 Kuhio Hwy, Kapaa, Kauai	1-800775-4253	Yes
Pali Ke Kua/Princeville	826-9066	5300 Ka Haku Rd., Princeville, Kauai	1-800-535-0085	Yes

TLA HOTELS ON MAUI

HOTEL	PHONE	ADDRESS	TOLL-FREE	AK
Aston Maui Banyan	875-0004	2575 S. Kihei Rd, Kihei, Maui	1-800-321-2558	Y/N
Aston Kaanapali Shores	667-2211	3445 Honoapiilani Hwy, Lahaina, Maui	1-800-321-2558	Yes
Aston at Papakea	669-4848	3543 L. Honoapiilani Rd., Lahaina, Maui	1-800-321-2558	Yes
Aston Kahana Reef	669-6491	4471 L. Honoapiilani Hwy, Lahaina, Maui	1-800-321-2558	Yes
Aston Mahana Resort	661-8751	110 Kaanapali Shores Pt, Lahaina, Maui	1-800-321-2558	Yes
Aston Maui Islander	667-9766	660 Wainee St., Lahaina, Maui	1-800-367-5226	Yes
Aston Maui Lu Resort	879-5881	575 S. Kihei Rd, Kihei, Maui	1-800-321-2558	Yes
Kamaole Sands	874-8700	2695 S. Kihei Rd., Kihei, Maui	1-800-367-5004	Yes
Mana Kai Maui	879-1561	2960 S. Kihei Rd., Kihei, Maui	1-800-367-5242	Yes

GUIDE FOR HOUSEHOLD GOODS

Appendix B

Before You Move	67
Packing and Pickup Day	68
Delivery Day and Notice after Delivery	69
Preparing Your Claim	70
After Your Claim Is Filed	71
Smooth Move Handout no.1: The Inventory	72
Smooth Move Handout no.2: DD Form 1840/1840R	72
Smooth Move Handout no.3: Dates to remember	73
Smooth Move Handout no.4: High-value items	73
Special Power of Attorney for Household Goods	75

BEFORE YOU MOVE

1. Contact your Transportation Officer (TO). Contact your Transportation Office soon after you receive your PCS orders. Get a copy of "It's Your Move Pamphlet, COMDTINST P40505".

2. Review your insurance needs. The claims process is not a substitute for insurance. If you don't feel that the Military Personnel and Civilian Employees Claims Act will suffice for your potential losses, you may want to buy additional insurance.

a. Check your homeowners /renters insurance policy to see if it covers loss or damage to household goods during your move. Most homeowner policies will cover thefts and unforeseeable natural disasters (also known as acts of God). Few will pay for nicks, gouges and other similar moving damages.

b. Increased valuation insurance and full replacement protection are not available through the government when shipping to or from Hawai'i. Try to arrange insurance through the carrier at your own expense

3. Prepare a high-value inventory.
This is a two-part project.

a. The first part is required. Get the High Value Inventory form from your TO **(THE PURPOSE OF THE HIGH VALUE INVENTORY IS TO MAKE SURE THAT THESE ITEMS GET INVENTORIED WITH EXACT DESCRIPTIONS)** and list firearms and any item valued at over \$200 which will not otherwise be listed separately (or be fully described) on the shipping inventory.

For example:

- (1) Hummels, Lladros, etc.will be packed with other items.
- (2) China, including brand, pattern, and number of place settings.
- (3) Jewelry which you intend to ship. (Although Jewelry is used as an example, we do not recommend that you ship it. If Jewelry is lost or stolen the government will not pay reimbursement But if you intend to, list it.)
- (4) Tools, be specific.

Give a copy of your High-Value Inventory to your Transportation Office, attach a copy to the inventory prepared by the carrier on packing day, and keep a copy that won't be shipped. Keep it

with your other proof of ownership documents: receipts, owners manuals, appraisals, etc.

b. The second part is also recommended. Make a separate list which includes the above items and your major electronics, art objects, cameras, etc. Include purchase dates, purchase prices, serial numbers and model numbers. This will help document your ownership and it will provide an exact description of your property should it be lost during the move. Try to get the moving company to sign this in agreement on packing day.

c. On packing day, annotate your copy of your high-value inventory or personal list with the inventory number of the box each item is packed in. This will help you ensure that each item is packed. On delivery day, this will help you to find your valued property and to promptly report any loss.

4. Document what you own. One of the best ways to document ownership of an item or to show its pre-move condition is through photographs. Consider renting or borrowing a video camera and making a videotape of each room of your home, showing your fur-

niture, wall hangings, etc. Open closet doors and photograph closet interiors; do the same for bureau drawers. If you make a video, be sure to show all your appliances in their operating condition. (This is very important for electronic equipment that doesn't work when you unpack but shows no visible damage) Do this before you disassemble or disconnect your appliances. (Note: If you submit your videotape to the Claims Office in support of your claim, you'll need to provide the tape numbers for each item you want us to look at.)

5. Identify what you don't want shipped. Don't wait until packing day to do this.

a. Separate items you will be taking with you. Place them where the carrier won't accidentally pack them: in a spare bathroom or in your locked car.

b. Plan to take items, which would be difficult or impossible to replace with you in your personal baggage. This would include: jewelry, wills, financial records (including recent tax returns), photograph albums, small items of sentimental value, your personal inventory and other shipping documents, etc.

6. Identify what you need to protect.

For the most part, theft isn't a problem, but if you leave your jewelry, money, or classic Mickey Mouse watch laying around, it may turn up missing on delivery day. Separate these items from the rest of your property.

a. If you intend to ship such items, place them in one corner of the living room or on the kitchen table. This will make it easier to make sure that they aren't taken and that they are packed. Annotate your personal inventory with the box number of the box where these items are packed.

b. As a general rule, if you don't protect your property, we can't pay you for the loss. Making a thorough high-value inventory and separating your valuable

property on packing day are good first steps.

7. GET APPRAISALS. If you don't have a recent purchase receipt, obtain appraisals of valuable items which, if lost or damaged, would be difficult to properly value, for example: Jewelry, antiques, heirlooms, expensive gifts for which the purchase price is unknown, etc.

8. GET A COPY OF YOUR GBL.

Make sure to get a copy of the Government Bill of Lading (GBL), the SF-1203, from your TO before you depart.

a. If you bought added insurance, it will be noted in block 26. If it isn't, you don't have it and you should see your TO.

b. Keep your GBL with other important papers that won't be shipped.

PACKING AND PICKUP DAY.

1. BE PREPARED BEFORE THE PACKERS ARRIVE. Typically the carrier will have several people pack your household goods the day before the scheduled pick up date. Depending upon the size of your household, the packers may be difficult to supervise. Some hints:

a. Have a friend (s) help monitor the packers to make sure they are doing a proper job.

THE MORE, THE BETTER!!

b. Get someone to watch your kids and pets. Important: know where your pets are. Keep them out of the way.

c. Separate items you need to protect or don't want shipped before the packers arrive. Do not leave small valuables such as wallets, purses, Jewelry or watches unattended while the packers are in your house.

2. The shipper (PCS member) whose name appears on the GBL should be present when possible. However, the

shipper's spouse can sign all shipping documents if the spouse is listed as a pickup consignee or has a power of attorney. (A sample power of attorney is enclosed at the end of this section.)

3. Under our agreement with the carrier industry, the carrier's hours are 0800-1700. You may mutually agree with the carrier to continue working after 1700.

4. THE HOUSEHOLD GOODS DESCRIPTIVE INVENTORY.

This document provides a written description of each large item being shipped and lists it by inventory number. The descriptive inventory also shows the condition of each item prior to shipment.

a. Ensure that all boxes/cartons are properly labeled and that the contents of each box/carton is properly identified on the inventory, i.e., the size of the carton and the correct description of what was packed inside the carton.

b. When high value items such as VCRs and stereo equipment are packed, make sure that they are fully described on the inventory (with a high value inventory). The description should include serial and model numbers.

5. The carrier will prepare the inventory prior to loading your household goods in the truck and will ask you to sign it. Before signing look at each item, especially wood furniture, and compare the actual condition of the item with the description the carrier made on the inventory. **If you disagree with the carrier's assessment of any item's condition, note your disagreement on the bottom of the inventory form, under "REMARKS / EXCEPTIONS."** If you need more space, use the space to the left of each line item.

a. If you disagree with the exceptions and were denied the opportunity to compare the exceptions, explain why, i.e., "I was not allowed to compare the

exceptions because the property had already been loaded on the truck before the driver showed me the inventory."

b. If the driver exaggerated the exceptions, explain why you disagree, i.e., "I disagree with the exceptions to numbers 100 - 110. These were new items and were not scratched, soiled, etc. as indicated."

c. Make sure the inventory lists all of your property. Don't let the carrier take anything without having it tagged and inventoried. (This often arises late in the day when the driver may tell you that he'll complete the inventory at the warehouse.)

d. Finally, before the driver leaves, check all spaces in your home to ensure that the carrier has picked up everything you intended to ship. Check your closets, storage areas, basement, garage, etc.

6. Once you are satisfied with the inventory, sign it. You should not withhold your signature. Make sure that the carrier gives you a legible copy of the inventory after they sign and date it.

DELIVERY DAY AND NOTICE AFTER DELIVERY.

1. Contact your destination TO to confirm the date for delivery of your goods, even on door to door moves. In Hawai'i, the DoD JPPSO office at the Navy Supply Center at Pearl Harbor arranges for HHG delivery. Call (808) 473-4497. You can still call the Coast Guard transportation office if you have any problems.

Under the agreement between the carrier industry and the Government, the carrier is usually required to deliver household goods within five days after notification by the TO.

2. AGAIN, BE PREPARED. At least two adults should be available at delivery. One person should be at the truck or at the front door to check off items on the inventory and to note ob-

vious damage as the items are unloaded. Have camera's in hand.

a. Obvious damage includes: wet, crushed, or holed cartons; dented appliances; ripped upholstery; repackaged boxes (look at the tape, is it the original?); and items which fell off the truck or were dropped.

b. Open cartons showing signs of obvious damage before the movers leave and inspect the contents for internal damage.

c. Use your camera to document obvious problems at delivery. The costs of film and processing used to substantiate damage at delivery can be submitted with your claim as a separate item. The second person should be in the house to tell movers where to place items and to look for damage. It is important that these persons be free from other distractions (such as caring for children or pets).

Consider asking an impartial member from your new command to be present to assist with observing the unloading process and noting obvious damage. A statement from this individual will be very useful when you file a damage claim.

3. ASSEMBLY AND UNPACKING.

The carrier is responsible for reassembling items the carrier disassembled. In addition, the carrier is responsible for unpacking all cartons. You may waive this -- many persons do, but then you may be responsible for disposing of the remaining packing materials.

4. INTERNAL DAMAGE. It is usually difficult to prove that internal damage to electrical (VCRs, CD players, etc.) or mechanical equipment (clocks, etc.) occurred during the move. If possible, before the carrier departs, turn on each appliance (washer, dryer, stereo, VCR, clock, etc.) to see if it still works. If there is a problem, be sure to look for any external damage to the item or the carton it was packed in. Note that damage on

the DD1840.

a. NOTICE AT DELIVERY. The DD1840, the Joint Statement of Loss or Damage at Delivery, is the pink-form which the carrier will give you on delivery day. The reverse side of the form is the DD1840R, the Notice of Loss or Damage. You use the DD1840 to record all of the damage you identify before the carrier leaves.

(1) Complete Section B of the DD1840. For missing and damaged items, list:

- the inventory number
- a complete description of the item (e.g., Seiko anniversary clock;
- Simmons, queen size, hide-a-bed sofa, etc),
- a specific description of all move-related damage.

Don't omit an inventory number if you can in any way determine what number it should have been. If you don't know the inventory number of an item, use your best guess. If you absolutely can't identify the number, explain why not. For example:

- Item delivered without inventory number attached
- Several boxes delivered without numbers because of water damage.

(2) List any carton showing signs of rough handling on the DD1840 even if nothing inside appears to have been damaged, e.g., "carton number 147 was crushed." Later, you may discover that an item packed in this box was broken internally. Noting the crushed box will help prove the internal damage was caused by shipment.

(3) List every separate item that has apparent damage.

(4) Complete Block 14, the member's acknowledgment. The dollar amount in Block 14c is an estimate only; it is not binding. The carrier's agent will complete Block 15. Make sure that the agent signs the form and that you are given three copies. You will need the reverse side to give additional notice.

(5) If you have more damage than can

be noted on the DD1840, use a continuation sheet. If you use a continuation sheet, make sure you get a copy before the carrier leaves.

b. NOTICE AFTER DELIVERY.

The DD1840R, the reverse side of the DD1840, is used to notify the carrier of damages or losses discovered after the delivery date.

(1) **TIME LIMIT** - Failure to dispatch the DD1840R within 75 days of delivery may result in partial or complete denial of your claim. Don't miss this deadline!

(2) **SECTION A** - Provide the requested information, listing all items in numerical order. Complete Block 2 of the DD1840R in the same manner as described above for Block 13 of the DD1840. Note: flip the carbons over to make three copies of the form. Attach additional sheets if necessary.

(3) **SECTION B** - You can complete this section and mail the form to the carrier or you can **give it to your unit's IO within 70 days of delivery:**

- Block 3a: use the same address listed in block 9 on the DD1840.
- Block 3b: insert the date on which you (or your local unit IO) mail the DD1840R to the carrier. Use Certified Mail -- Return receipt Requested. We will want that receipt to establish the date of dispatch.
- Block 4a: insert your unit address:
- Block 4b, c, and d: your local unit IO will complete these blocks.

Note: Don't date this form and then hold it for mailing. Don't backdate this form either. Mail it on the date you put in block 3b. Also, the dates in blocks 3b and 4c should be the same. If they are not, all or part of your claim may be denied for improper notice.

6. RESPONSIBILITY FOR GIVING NOTICE. The DD1840R MUST be mailed CERTIFIED, RETURN RECEIPT REQUESTED within 75 days of delivery. It is your

responsibility to mail this form or to get it to the unit IO within 70 days of delivery so that the IO can mail it for you. Remember that you remain responsible for notification even if you use your IO to give notice. Get someone at the post office to date stamp your Certified Mail receipt to prove the date of dispatch.

PREPARING YOUR CLAIM

1. TIME LIMIT - You have two years from the delivery date to present your claim to the Claims Office. But don't wait this long. You should try to file your claim as soon as possible, certainly within one year. Note: turning your claim in at your unit is not the same as presenting it to the Claims Office. We need to receive it within the two-year period.

2. YOU NEED TWO FORMS, THE CG-4111 AND THE CG-4112. Contact your unit's personnel office to get these forms and to get the name of your IO. YOU MAY ALSO USE FORMS DD 1842 AND 1844 (instead of CG-4111 and CG 4112.)

a. Instructions for completing the Personal Property Claim, the CG-4112, are in enclosure (2) and in the CG Claims Manual. You need to complete the front side of the form. Your IO will complete the reverse side, the CG-4112A, the Claims Investigating Officer's Report of Personal Property Claim.

b. Instructions for completing the Demand on Carrier, CG-4111, including a line by line explanation, are in enclosure (1) and in the CG Claims Manual. The reverse side of the form, Block 23 is used to detail all of your lost and damaged items. It should go without explanation that you notified the carrier (via the DD1840 or DD1840R) of everything you claim on the CG-4111. If the CG-4111 contains extra items, be sure to explain why you did not notify the carrier of the loss or damage.

c. In the rare case when the carrier did not give you a DD1840/1840R, the CG-4111 may also be used to notify the carrier of your damages to the carrier. If you use a CG-4111 to give notice, the 75-day time limit still applies. See the instructions in enclosure (1) for more information.

3. SIGNATURES. Complete and sign the front side of the CG-4112. You must personally sign the form or provide a Power of Attorney with the claim form that authorized someone else to sign on your behalf. A sample power of attorney is provided at the end of this section.

4. DOCUMENTATION. You need to establish the value of the loss or damage to your household goods. You can do this by providing purchase receipts, or by obtaining estimates, appraisals, or catalog excerpts. Obtaining these before you meet with the investigating officer will expedite the resolution of your claim.

a. NUMBER OF ESTIMATES. *The documentation you need depends upon the amount claimed for each item as follows:*

(1) **\$50.00 and under.** No documentation is required if you and the Claims Settlement Officer considers the amount reasonable.

(2) **\$50 to \$200.** Obtain at least one estimate or price quote from a repair facility or retailer in the business of repairing or selling the damaged item.

(3) **\$200 and over.** Obtain at least two estimates or price quotes. **Occasionally, you may find it difficult or unnecessary to obtain estimates,** due to your remote duty location or to excessive estimate costs. In such cases, you should ask your IO to request a waiver of one or both estimates from the Claims Office. We will also consider waivers where you and the IO can agree on a reasonable settlement (such as when you intend to do the repair yourself and a repair estimate will not add any useful information).

b. CATALOG EXCERPTS. *If the item is to be replaced or if you need to establish value, you may submit catalog excerpts.*

Include a copy of the catalog cover to identify the retailer. Use your local Exchange or the Military Exchange Mail Order Catalog before going outside to obtain prices.

c. ESTIMATE REQUIREMENTS. *Your estimates need to provide certain information, as applicable:*

(1) The price of materials and labor should be listed separately. However, if the cost of materials does not exceed 10% of the repair cost, the repair shop may indicate a single cost and include the statement that "10% or less of the cost of repair is attributable to materials."

(2) The estimate must distinguish between the cost of repairing new and preexisting damage.

(3) The estimate must separately list each item and the cost to repair that item.

(4) Pickup and delivery charges must be separately listed also. These charges are only reimbursable if actually incurred.

(5) If an estimate/appraisal fee has been charged, the estimate should indicate whether it is not refundable or if it can be deducted from the cost of repair or replacement. Only non-refundable estimate/appraisal fees are reimbursable.

d. IMMEDIATE REPAIRS. *You may repair items which are essential to the functioning of your household without first obtaining an estimate for the repair.*

Such items include washers, dryers, and refrigerators. However, the repair cost must be reasonable, i.e. repair cost does not exceed the item's depreciated replacement cost. In such cases, submit a copy of the repair invoice with

your claim. If you have a question on whether an item is essential or if the repair expense is unreasonable, contact your IO.

e. ANTIQUES.

Since there is often a wide divergence of opinion as to the value of antiques (furniture, etc. over 100 years of age), you must show, by credible evidence, that an item claimed to be an antique has value regardless of its purchase price. This will generally require a certified appraiser's estimate of value. You should also include a listing of the appraiser's professional qualifications.

f. INTERNAL DAMAGE.

If there is internal damage to an electrical appliance such as a television, stereo, VCR, or kitchen appliance, and there is no indication of external damage, the repair estimate should identify the most likely cause of the damage. In order to substantiate your claim, it is important to prove that the damage was due to rough handling in transit. Damage to the carton in which an item was packed can also serve to demonstrate rough handling. See the enclosed Smooth Move Handouts on electronic damage.

g. LOSS OF VALUE.

Non-repairable damage to or loss of part of a set (e.g., dining room table chair) does not generally justify replacement of the entire set. However, the Claims Office will generally allow reimbursement for the diminished value of the set caused by the loss or damage of the piece.

h. PROOF OF TENDER.

If you claim items as missing from a carton and the loss was not itemized on the DD1840 at delivery, you must provide a statement which substantiates ownership and tender to the carrier. If you can't prove that you shipped it, we can't pay you for its loss. Recall the importance of a complete inventory for your high value items.

i. ONLY ONE SHIPMENT PER CLAIM.

It's possible to have several inventories for one PCS move: residence, non-temp storage, extra pickup from a second location, and POV. Be sure to pair each inventory with the controlling GBL and only include those items associated with one GBL on each claim. Remember to keep your receipts, estimates, DD1840, etc. filed with each GBL/claim also.

AFTER YOUR CLAIM IS FILED

1. Don't throw your damaged property away at the first opportunity.

a. INSPECTION.

The IO needs to view the damage. Also, the carrier has the right to inspect the damage. Keep your damaged property for a period of 75 days after the date of delivery or 45 days after the date the last DD1840R is mailed, whichever is later. Exceptions include:

(1) Essential items (e.g. refrigerator, washer, etc.) may be repaired.

(2) Hazardous items (e.g., broken glass) do not have to be retained. However, you must document the nature and extent of the damage. Do this with photographs.

Failure to retain an item for the carrier's inspection during the required period may result in denial of settlement for the item's loss or damage.

b. SALVAGE.

The carrier has the right to salvage any item for which you received the item's depreciated replacement cost. You must retain such items for 30 days after your claim is settled to allow the carrier the opportunity to exercise this right.

2. ACCEPTING SETTLEMENT FROM THE CARRIER.

If the carrier offers to repair your property or to pay you for your damaged or lost items, you may accept the repairs or payment. If you do, you should not file a claim against the Coast Guard

without talking to your IO. This will avoid double payments and a resulting repayment or pay checkage since we can not settle with you for those items, which the carrier has also paid you. However, you may be able to claim additional losses or expenses, which the carrier isn't required to cover. These include estimate fees and differences between carrier and CG liability on overseas shipments. Talk to your IO if you have questions.

a. For cash settlements:

(1) If you are satisfied with the carrier's offer of money for your losses, we encourage you to accept it.

2.

(2) If the carrier settlement is not satisfactory, forward the carrier's check to USCG Finance Center, Chesapeake, VA 23327-4121 with your completed claim. Also

send the carrier a letter, certified mail, return receipt requested, which tells the carrier what you have done. (Do this in a timely manner. Don't wait until the check is a year old)

b. For repairs:

(1) If you are satisfied with the repairs, accept them by signing the repair documents. Include copies of those documents in your CG claim if you make one.

(2) If the repairs are not satisfactory, do not accept the repairs. Indicate on any repair documents why you are not accepting the repairs. Again, include copies of those documents in your CG claim and thoroughly explain why the repairs were not satisfactory.

(3) If the carrier sends you a check which has been made payable to the U.S. Coast Guard, you should promptly forward the check to the Claims Office. Include your claim number if we've already received your claim

**SMOOTH MOVE HANDOUT
NO. 1:**

THE INVENTORY

1. If any of your property is lost or damaged in shipment, you will find that a complete and accurate inventory is invaluable in documenting your loss. With this in mind, you simply must control the packing and accounting of your household goods. If items are not listed on the inventory, you may not be paid for their loss or damage when you file a claim.

One of the most common complaints is that there were a lot of packers and movers and it was too hard to watch everything. Nevertheless, you or your agent must understand that you have to exercise some control and authority. If you are so overwhelmed by the packers or movers that you cannot observe your property being packed or listed on the inventory, call the transportation officer (TO) and complain. If you cannot be present, make sure your spouse or agent knows what to do and arranges for help if necessary. If all else fails, make a statement on the inventory describing the problem.

3. Things to watch for:

a. Make sure that the packers write adequate descriptions of the contents on the boxes themselves and later on the inventory. While the packers do not have to list every item, they should write the general category of the items on the outside of the boxes. The general category of each box (e.g., toys, garage items, etc.) should also be written on the inventory.

b. Make sure that items that would not logically be packed in a certain box are specifically listed. Examples: tools packed in a box marked clothes; a lamp packed in a box marked garage items. If you later claim for loss of an item that would not reasonably be expected to be found in a certain box you may not be paid for it.

c. Watch the carrier employee who fills out the inventory to ensure he is describing the condition of your property correctly. If you disagree with his notations on preexisting damage, write your exceptions at the bottom of each inventory sheet.

d. Get your high-value items listed on the inventory. See the separate handout on high-value items.

4. Making your own pre-move inventory can be a big help. The list should describe the major items you own, such as furniture, electronic equipment, and art objects. List the purchase prices and dates for these items and collect the documentation to prove it: receipts, credit card slips, owners manuals, canceled checks, pre-shipment appraisals, etc. Then take photographs to show the condition of the property. Keep this information separate from your household goods. As each of these items is packed, annotate your list with the box number where it is packed.

**SMOOTH MOVE HANDOUT
NO. 2:
DD FORM 1840/1840R**

1. The DD Form 1840 and DD Form 1840R are colored pink. They are used to notify the carrier of your loss or damage after shipment. Unless you use these forms to make proper and timely notice, you may not be able to recover for your losses.

2. The DD 1840, the front side of the pink form, is filled out at delivery. It is called the "Joint Statement of Loss or Damage at Delivery." Although many moves are rushed, you should take all the time you need to list any loss or damage that you noticed during delivery of your goods.

Make sure that you open up any boxes which sustained external damage (opened, retaped, holed, crushed, or soaked) to determine if the contents are all there and are alright.

3. The DD 1840R is the reverse of the DD 1840. It has a different title: "Notice of Loss or Damage." The DD 1840R must be completed and received by the nearest claims office within 70 days after delivery. If you mail it to the unit claims office, allow plenty of time for it to get there. (Alternatively, you may send the DD 1840R directly to the carrier. If you do, send it certified mail-return receipt requested and have a postal clerk stamp the date of dispatch on your receipt)

4. Carefully complete and timely mail the DD 1840R for two big reasons:

(a) An incomplete or late DD 1840R may cause the carrier and the Coast Guard to conclude that items were either not tendered (given to the carrier for shipment) or were not damaged in shipment.

(b) The Coast Guard may deduct the amount that it could have recovered from the carrier from any amount payable to you on your claim. **IN MANY CASES, THIS DEDUCTION WILL BAR PAYMENT.** This is because the Coast Guard can usually recover 100% of the carrier's liability.

5. Even if you have a large shipment, you must complete the DD 1840R within 70 days. This means you need to do all your unpacking to make sure you have found all loss or damage so that you can report it. It is permissible to file more than one DD 1840R if you discover loss or damage after you filed the first form, but all DD 1840Rs must be filed within 70 days.

6. You must use correct inventory numbers for all items.

7. Before filling out the DD 1840R, make sure you reverse the carbons! You need to make three Copies, and you don't want the carbon obliterating anything you noted on the DD1840 at delivery.

8. Ask your IO or TO for help with the

form if you have any questions whatsoever. Don't let the 70 days expire without reporting all your loss and damage.

**SMOOTH MOVE HANDOUT
NO. 3:
DATES TO REMEMBER**

1. Premove:

a. Review your insurance needs with your Transportation Officer (TO) or a private insurer to determine if you want additional coverage. If you buy insurance from the carrier, do it through your TO, not direct with the carrier. If your original GBL doesn't indicate Increased Valuation or Full Replacement Protection in Block 27, you don't have it.

b. Get a High-Value Inventory from your TO and fill it out before the move.

2. Delivery Day:

Complete the DD Form 1840 (pink form) before the carrier leaves.

3. Within 70 days of delivery.

Complete and deliver your DD Form 1840R (reverse of DD Form 1840) to your IO. (You may also mail this direct to the carrier).

a. The 70 days is a definite time period. You cannot get an extension. Do not let this time period lapse through oversight or neglect or because you are too busy. See the separate handout on the importance of the DD Form 1840/1840R.

4. After delivery.

Notify your private insurance company as stated in your policy.

a. Check with your insurer to determine how long you have to report your loss and file your claim.

b. If you have insurance, you must first file a claim with your insurer, before filing a claim with the Coast

Guard.

c. Check your policy carefully because failure to notify your insurance company may result in denial of payment of those items by the insurer and by the Coast Guard.

5. Within two years of delivery.

Present your claim to the Claims Office. NOTE: it is better to complete the paperwork and get your claim in within one year: A late claim is a late claim and nothing will change that.

A CLAIM IS NOT CONSIDERED FILED UNTIL THE CLAIMS OFFICE RECEIVES IT. Mailing the claim at the two-year mark is not good enough - the claim must be received within two years. If you mail the claim, make sure you mail it early.

6. THE TIME PERIOD FOR FILING THE DD FORM 1840R AND THE TWO YEAR PERIOD FOR FILING A CLAIM ARE COMPLETELY DIFFERENT THINGS. Filing a DD Form 1840R within 70 days is required to notify the carrier of the loss. Notice, by itself, doesn't meet the requirement for filing a claim within two years of delivery

**SMOOTH MOVE HANDOUT
NO. 4:
HIGH-VALUE ITEMS**

1. See your TO to get a High-Value Inventory. Your TO will help you to fill it out. Give one copy to the TO, one to the packers, and keep one for your records.

2. The Coast Guard cannot pay you more than \$40,000 per claim and is limited to how much it can pay for certain Stems. If the value of your household goods is greater than \$40,000 or you have items, which exceed single item limits, you should obtain insurance to guard against potential losses. Single item maximums are listed in "It's Your Move" and in enclosure (1) to the Claims Manual.

Some examples of single item maximums are:

Furniture - \$2,000 per item; \$4,000 per set.

Automobiles - \$2,000 for all non-shipment claims (\$20,000 in shipment).

3. Why are there maximums? In enacting the Military Personnel and Civilian Employees Claims Act, Congress only provided for payment for property that was "reasonable or useful" under the circumstances of military service.

4. You need to be able to prove ownership and value for expensive and valuable items that you claim. The High-Value Inventory helps you to do this. It is also an excellent idea to make your own pre-move inventory of your more valuable household goods. The list should include all major items along with their purchase prices and purchase dates. Keep your receipts and owner's manuals also. Consider using photographs to document Ownership and the condition of your property and value. For very expensive and valuable property, you may wish to obtain pre-shipment appraisals of their value. Keep your ownership documents separate from your property, and don't ship them with your household goods.

On Packing Day, use your list or your High-Value Inventory to ensure that each valuable item is packed, or safeguarded. Annotate your list with the box number where each item is packed.

5. **DO NOT SHIP CASH, ETC.** This point cannot be overemphasized. This admonition applies to jewelry, coins, stamp collections, etc. If you file a claim for such small, valuable, easily pilferable items, you will not be paid unless the items are specifically listed on the inventory and you can also substantiate ownership and value. Cash, Jewelry, etc., are such high-theft items and the potential for fraud in this area is so great that claims for such items

are frequently denied. Handcarry these items!

SPECIAL POWER OF ATTORNEY FOR HOUSEHOLD GOODS

KNOW ALL PERSONS BY THESE PRESENTS: That I, _____, a member of the U.S. Coast Guard on active duty, hereby appoint _____ of _____, as my of true and lawful attorney-in-fact to:

[LINE OUT AND INITIAL ANY POWERS WHICH AREN'T NEEDED]

(1) take possession of and order the removal and shipment of any of my household goods, personal baggage, or other personal property where-so-ever located and to cause it to be shipped under government orders to such places as my attorney may deem appropriate.

(2) receive, take possession of, inspect, and take exception to my household goods, personal baggage, or other personal property upon delivery after their shipment under government orders, and

(3) file any claims on my behalf for loss or damage to any property shipped under government orders; however, any settlement arising under a claim filed on my behalf shall be payable to me.

I HEREBY GIVE AND GRANT TO my attorney-in-fact full power and authority to perform every act and thing whatsoever that is necessary or appropriate to accomplish the purposes for which this power of attorney is granted, as fully as I could do if I were present.

All endorsements made for the purpose of carrying out any of the foregoing powers. shall contain my name, followed by that of my attorney-in-fact, and the designation "attorney-in-fact-"

This power of attorney shall continue to be effective should I become disabled. incompetent or incapacitated before the expiration date.

UNLESS SOONER REVOKED OR TERMINATED BY ME, this power of attorney shall expire one year after the date of execution. as noted below.

State of _____
County of _____

Signature

The foregoing instrument was acknowledged before me this _____ (date) by _____.

Signature of commissioned officer

_____, _____
Rank/Service Serial number

DIRECTORY OF PRIVATE SCHOOLS

Appendix C

Check the Hawai'i Association of Independent Schools (HAIS) website at <http://www.hais.org> for detailed information.

Remarks Codes	PK	K	a	f	g	h	i
	Preschool	Kindergarten	Catholic	Boys only	Girls only	Coed	Year round

Oahu Private Schools

School Name	Phone	Address	City	Zip	Remarks
Academy of the Pacific	595-6359	913 Alewa Drive	Honolulu	96818	
Alphabetland Preschool & Kindergarten	677-8009	94-069 Waipahu St	Waipahu	96797	
ASSETS School	423-1356	One Ohana Nui Way	Honolulu	96818	
Calvary Christian School	839-2656	1215 Ala Aolani St	Honolulu	96819	
Carey School	261-1388	260 N. Kainalu Drive	Kailua	96734	
Cathedral School	533-2069	1728 Nuuanu Avenue	Honolulu	96817	K-8, a, i
Central Union Preschool	946-4025	1660 S. Beretania St	Honolulu	96819	
Chaminade University/L. R. Allen	735-4875	1365 Kaminaka Dr.	Honolulu	96816	PK-K, a
Children's House Inc.	455-4131	1840 Komo Mai Drive	Pearl City	96782	
Christian Academy	836-0233	3400 Moanalua Road	Honolulu	96819	
Damien Memorial High School	841-0195	1401 Houghtailing St	Honolulu	96817	9-12, a, f
Epiphany School	737-4114	1041 10th Avenue	Honolulu	96816	
Grace Bible Christian	595-6395	1052 Ilima Drive	Honolulu	96817	
Hanahauoli School	949-6461	1922 Makiki Street	Honolulu	96822	
Hanalani Schools	625-1692	94-294 Anania Drive	Mililani	96789	
Hawai'i Baptist Academy Leeward	696-5442	85-199 Ala Hema St	Waianae	96792	
Hawai'i Baptist Academy Elementary	524-5477	21 Bates Street	Honolulu	96822	
Hawai'i Baptist Academy High School	595-6301	2429 Pali Highway	Honolulu	96817	
Hawai'i School for Girls	922-2744	2933 Poni Moi Road	Honolulu	96815	
Hawaiian Mission Academy	536-2207	1438 Pensacola St	Honolulu	96822	
Hawaiian Mission Elementary School	949-2033	1415 Makiki Street	Honolulu	96822	
Ho'ala School	621-1898	1067 California Ave	Wahiawa	96786	
Holy Family Catholic Academy	423-9611	830 Main Street	Honolulu	96818	K-8, a
Holy Nativity School	373-3232	5286 Kalaniana'ole Hwy	Honolulu	96821	
Holy Trinity School	396-8466	5919 Kalaniana'ole Hwy	Honolulu	96821	PK-8, a,
Hongwanji Mission School	532-0522	1728 Pali Highway	Honolulu	96813	
Honolulu Waldorf School	377-5471	350 Ulua Street	Honolulu	96821	
Iolani School	949-5355	563 Kamoku Street	Honolulu	96826	
Kahi Mohala	671-8511	91-2301 Ft Weaver Rd	Ewa Beach	96706	
Kaimuki Christian School	737-8186	1117 Koko Head Ave	Honolulu	96816	
Kailua Christian Academy	261-7299	536 Oneawa Street	Kailua	96734	
Kamehameha Schools	523-6200	Kapalama Heights	Honolulu	96819	
Kawaihau Child Care	585-0622	872 Mission Lane	Honolulu	96813	
Koolau Baptist Church	233-2900	45-633 Keneke Street	Kaneohe	96744	
La Pietra Hawai'i School for Girls	922-2744	2933 Poni Moi Road	Honolulu	96815	
Lanakila Baptist Schools	677-0731	94-1250 Waipahu St	Waipahu	96797	

Remarks Codes	PK	K	a	f	g	h	i
	Preschool	Kindergarten	Catholic	Boys only	Girls only	Coed	Year round

Oahu Private Schools continued

School Name	Phone	Address	City	Zip	Remarks
Lanakila Baptist H.S.	681-3146	91-1235 Renton Road	Ewa Beach	96822	
Le Jardin Academy	261-0707	917 Kalanianaʻole Hwy	Kailua	96734	
Leeward Adventist	621-6663	1313 California Ave	Wahiawa	96786	
Lutheran High School	949-5302	1404 University Ave	Honolulu	96822	
Mali Bible School	693-6038	87-138 Gilipake St	Waianae	96792	
St. Mark's Children Center	734-6112	539 Kapahulu Avenue	Honolulu	96815	
Maryknoll Grade School	952-7100	526 Alexander St.	Honolulu	96822	PK-8, a
Maryknoll High School	952-7200	1402 Punahou Street	Honolulu	96822	9-12, a, h
Messiah Lutheran School	689-6649	91-679 Ft Weaver Road	Ewa Beach	96706	
Mid-Pacific Institute	973-5000	2445 Kaala Street	Honolulu	96822	
Montessori Community	522-0244	1239 Nehoa Street	Honolulu	96822	
Navy Hale Keiki	423-1778	153 Bougainville Dr	Honolulu	96818	
Our Lady of Good Council	455-4533	1530 Hoolana Street	Pearl City	96782	PK-8, a
Our Lady of Perpetual Help	689-0474	91-1010 North Road	Ewa Beach	96706	K-8, a
Our Lady of Sorrows	621-8951	1403 California Ave	Wahiawa	96706	PK-8, a
Our Redeemer Lutheran	945-7765	2428 Wilder Avenue	Honolulu	96822	
Our Savior Lutheran	488-0000	98-1098 Moanalua Road	Aiea	96701	
Playmate Kindergarten & Grade Sch	536-6442	1704 Keeaumoku Street	Honolulu	96822	
Punahou School	944-5711	1601 Punahou Street	Honolulu	96822	
Sacred Hearts Academy	734-5058	3253 Waialae Avenue	Honolulu	96816	PK-8, a
Sacred Hearts Academy	734-5058	3253 Waialae Avenue	Honolulu	96816	9-1212, a,g
Redemption Academy	266-2341	355 N. Kainalu Drive	Kailua	96734	
Seagull Schools, Inc.	261-8534	1300 Kailua Rd.	Kailua	96734	
Soto Academy	533-0452	1708 Nuuanu Avenue	Honolulu	96817	
St. Andrew's Priory	536-6102	224 Queen Emma Square	Honolulu	96813	
St. Ann's School	247-3492	46-125 Haiku Road	Kaneohe	96744	K-8, a
St. Anthony's School-Kailua	261-3331	148 Makawao Street	Kailua	96734	PK-8, a
St. Anthony's School	845-2769	640 Puuhale Road	Honolulu	96819	K-8, a
St. Clement's School	949-2082	1515 Wilder Avenue	Honolulu	96822	
St. Elizabeth School	488-5322	99-310 Moanalua Road	Aiea	96701	K-8, a
St. Francis School	988-4111	2707 Pamoia Road	Honolulu	96822	6-12, a, g
St. John the Baptist	841-5551	2340 Omilo Lane	Honolulu	96819	K-8, a
St. John Vianney School	261-4651	940 Keolu Drive	Kailua	96734	K-8, a
St. Johns Mililani Montessori	623-7331	95-370 Kuahelani Ave	Mililani	96789	
St. Joseph School-Waipahu	677-4475	94-651 Farrington Hwy	Waipahu	96797	K-8, a
St. Louis School	739-7777	3142 Waialae Avenue	Honolulu	96816	6-12, a, f
St. Mark Lutheran	247-5589	45-725 Kamehameha	Kaneohe	96791	
St. Mark's Children Center	734-6112	539 Kapahulu Ave	Honolulu	96815	
St. Michael's School	637-7772	67-340 Haona Street	Waialua	96791	PK-8, a
St. Patrick School	734-8979	1124 7th Avenue	Honolulu	96816	K-8, a
St. Theresa School	536-4703	712 North School St	Honolulu	96817	K-8, a
St. Timothy's Children	488-1766	98-939 Moanalua Road	Aiea	96701	
Star of the Sea Early Learning Center	734-3840	4449 Malia Street	Honolulu	96821	
Star of the Sea Elementary School	734-0208	4469 Malia Street	Honolulu	96821	1-8, a, i
Sultan Easter Seal School	536-3764	710 Green Street	Honolulu	96813	
Sunset Beach Christian	638-8274	59-578 Kamehameha	Haleiwa	96712	
Trinity Christian School	262-8501	875 Auloa Road	Kailua	96734	
Trinity Lutheran School	621-6033	1615 California Ave	Wahiawa	96786	
Variety School of Hawai'i	732-2835	710 Palekaua Street	Honolulu	96816	

Remarks Codes	PK	K	a	f	g	h	i
	Preschool	Kindergarten	Catholic	Boys only	Girls only	Coed	Year round

Oahu Private Schools continued

School Name	Phone	Address	City	Zip	Remarks
Varsity International	947-4430	2617 S. King, 3-D	Honolulu	96786	
Waolani-Judd School	531-5251	408 N. Judd Street	Honolulu	96817	
Windward Adventist School	261-0565	160 Mookua Street	Kailua	96734	
Windward Nazarene Academy	235-8787	45-232 Pu'aa Rd.	Kaneohe	96744	

Outer Island Private Schools

School Name	Phone	Address	City	Zip	Remarks
St. Joseph Elementary School	935-4935	999 Ululani Street	Hilo, HI	96720	PK-6, a
St. Joseph Jr.-Sr. High School	935-4936	1000 Ululani Street	Hilo, HI	96720	7-12, a
St. Catherine School	822-4212	5021 Kawaihau Road	Kapaa, Kauai	96746	PK-8, a
St. Francis School	246-3802	3343 Kananolu St.	Lihue, Hauai	96766	9-11, a, h, i
St. Theresa School	337-1351	P.O. Box 277	Kekaha, Kauai	96752	PK-8, a
Christ the King School	877-6618	211 S. Kaulawahine St	Kahului, Maui	96732	PK-6, a
Sacred Hearts School	661-4720	239 Dickenson St	Lahaina, Maui	96761	K-8, a
St. Anthony Grade School	244-4976	1627 Mill Street	Wailuku, Maui	96793	K-6, a
St. Anthony Jr.-Sr. High School	244-4190	1618 Main Street	Wailuku, Maui	96793	7-12,a, h
St. Joseph School	572-8675	57 Dominican Lane	Makawao, Maui	96768	PK-6, a

DIRECTORY OF PRE-SCHOOLS **Appendix D**

OAHU

PRE-SCHOOL NAME	PHONE	ADDRESS	CITY	ZIP
Aiea Hongwanji Preschool	488-0404	99-186 Puakala Street	Aiea	96701
Aldersgate United Methodist Church Preschool and Day Care	538-3903	1352 Liliha Street	Honolulu	96817
Aliamanu Child Development Center (AMR)	833-5570	Building 1783, Bougainville Lp	Honolulu	96818
Alphabetland Preschool	456-3244	1716 Komo Mai Drive	Pearl City	96782
Alphabetland Preschool	677-8009	94-069 Waipahu Street	Waipahu	96797
Angels at Play Preschool	944-2625	2062 S. King St.	Honolulu	96821
Barbers Point Child Development Center, Building 1965	682-0013	Rec Fund 30162	Barbers Point	96862
Bougainville Child Develop Center	422-7133	151 Bougainville Drive	Honolulu	96818
Calvary By the Sea School	377-5104	5339 Kalanianaʻole Hwy	Honolulu	96821
Calvary Child Care Center Calvary Episcopal Preschool & Day Care	834-5728	1215 Ala Aolani Street	Honolulu	96819
Central Union Preschool	235-4833	45-435 Aumoku Street	Kaneohe	96744
Christian Child Care Center	946-4025	1660 S. Beretania	Honolulu	96826
Chaminade University/L.R. Allen Child Development Center Annex 15	622-2979	319 N. Cane St.	Wahiawa	96786
Building 1654 900 Hangar Avenue	735-4875	1365 Kaminaka Dr	Honolulu	96816
Children's House	449-5230	MWRSS/MWYC	Hickam AFB	96853
Christ Lutheran Preschool	455-4131	1840 Komo Mai Drive	Pearl City	96782
Christian Academy Preschool	623-9229	95-1361 Meheula Parkway	Mililani	96789
Emmanuel's Preschool	836-0233	3400 Moanalua Road	Honolulu	96819
Family Services Center	261-3012	780 Keolu Dr.	Kailua	96734
First Baptist Church of Wahiawa	845-3284	2319 Rose St.	Honolulu	96819
First Chinese Church Preschool	622-4321	1233 California Ave	Wahiawa	96786
First United Methodist	593-9889	1061 Young St.	Honolulu	96814
Good Shepard Lutheran Preschool	522-9565	1020 S. Beretania St.	Honolulu	96814
Grace Bible Preschool	533-3088	638 N. Kuakini St	Honolulu	96817
Fort Shafter Child Development Center	595-6395	1052 Ilima Drive	Honolulu	96817
Hanalei Schools	438-1151	Building 900	Fort Shafter	96858
Harbor Child Development Center Building 623	625-2855	94-294 Anania Drive	Mililani	96789
Hawai'i Kai Baptist Child Care Ctr	449-9234	15 MWRSS/MWYC	Hickam AFB	96853
Hawai'i Kids at Work	395-9494	900 Hangar Avenue	Honolulu	96825
Head Start	531-7213	265 Lunalilo Home Rd.	Honolulu	96813
Head Start Aiea	488-6712	1317A Queen Emma Street	Honolulu	96813
Head Start Jack Hall	488-8002	99-102 Kalaloa Street	Aiea	96701
Head Start Wahiawa II	671-2488	99-370 Moanalua Road , Rm 41	Aiea	96701
Head Start Waipahu Elementary	622-9806	94-827 Kuhaulua Street	Waipahu	96797
Helemano Child Development Center	671-0159	1402 Glen Avenue	Wahiawa	96786
	653-0724	94-465 Waipahu Street	Waipahu	96797
		Helemano Military Reservation	Wahiawa,	96786

OAHU continued

PRE-SCHOOL NAME	PHONE	ADDRESS	CITY	ZIP
Hickam Child Development Center	449-9880	Building 1597	Hickam AFB	96853
Highlands Child Care Center	455-4777	757 Hoomalu Street	Pearl City	96782
Holy Nativity School & Keki Co-Op	373-3232	5286 Kalanianaʻole Hwy	Honolulu	96821
Holy Trinity School	396-8466	5919 Kalanianaʻole Hwy	Honolulu	96821
Hongwanji Mission Daycare	532-0522	1728 Pali Hwy	Honolulu	96813
Honolulu Christian Preschool	973-4340	2207 Oahu Ave.	Honolulu	96822
Honolulu Waldorf School	377-5471	350 Ulua Street	Honolulu	96821
Iroquois Point CoOp Preschool	499-1279	5100 Iroquois Ave.	Ewa Beach	96706
Kailua Baptist Preschool	262-6070	1080 Kailua Rd	Kailua	96734
Kaimuki Christian School	732-1781	1117 Koko Head Ave.	Honolulu	96816
Kaimuki Community Preschool	737-1202	1053 6th Ave.	Honolulu	96816
Kalihi Child Care Preschool	845-8233	1030 Horner St.	Honolulu	96819
Kamaʻaina Kids	455-3330	784 Kamehameha Hwy	Pearl City	96782
Kamehameha Schools – Early Childhood Educ.	842-8887	1887 Makuakane Pl.	Honolulu	96817
Kapiolani-Straub Children's Center	599-2807	930 Lunalilo Street	Honolulu	96822
Kawaiahao Childcare Center	585-0622	872 Mission Lane	Honolulu	96813
KCAA Atherton Preschool	261-8333	410 Oneawa Street	Kailua	96734
KCAA Kuapa Preschool	395-7345	6774 Hawaiʻi Kai Drive	Honolulu	96825
KCAA Mother Rice Preschool	946-4072	2707 South King Street	Honolulu	96826
KCAA Muriel Preschool	593-0567	1045 Kawaihau Street	Honolulu	96814
KCAA Na Lei Preschool	845-4115	2511 Rose Street	Honolulu	96819
KCAA Wai Kahala Preschool	732-1755	1261 Pueo Street	Honolulu	96816
KCAA Laura Morgan Preschool	841-2931	1867 Kaikunane Loop	Honolulu	96817
Keiki Aloha Daycare nd Preschool	488-5585	98-027 Hekaha St #47	Aiea	96701
Keiki Korner	499-1234	6880 Iroquois Avenue	Ewa Beach,	96706
Keiki O Ka Aina	843-2502			
Kilohana Preschool	373-4434	5829 Mahimahi St.	Honolulu	96821
Kula O'Kamalii Child Development Center	257-1388	Building 6111 Kaneohe	Kaneohe Bay	96863
Lamb's Corner Preschool	257-1388	Marine Corps Base Hawaiʻi	Kaneohe Bay	
Le Jardin Windward Oahu Academy	737-7245	1419 10th Ave	Honolulu	96816
Little Friends Learning	261-0707	1110-A Kailua Road	Kailua	96734
Love A Keiki Child Care Center	538-7624	2313 Nuuanu Ave	Honolulu	96817
Lumbini Hongwanji Preschool	842-5444	1045 Kama Lane	Honolulu	96817
& Daycare Center	845-7720	1731 N. School Street	Honolulu	96819
Lutheran Church of Honolulu	946-2566	1730 Punahou	Honolulu	96822
Makakilo Baptist Church Presch	672-3505	92-611 Makakilo Drive	Kapolei	96707
Makiki Christian Preschool	594-8916	829 Pensacola Street	Honolulu	96814
Malama Na Keiki O Waianae	696-3988	86-072 Kamehameha Hwy	Waianae	96792
Manoa Valley Church Preschool	988-3271	2728 Huapala Street	Honolulu	96822
Maryknoll Schools (PK-8)	952-7100	1722 Dole Street	Honolulu	96822
Merry Go Round Child Care Ctr	737-0757	4224 Keanu Street	Honolulu	96816
Messiah Lutheran Preschool	689-5440	91-679 Fort Weaver Road	Ewa Beach	96706
Mililani Baptist Preschool	65-7499	94-293 Anania Drive	Mililani	96789
Mililani Missionary Preschool	625-7571	95-801 Kipapa Dr.	Mililani	96789
Mililani Presbyterian Child Center	623-6663	95-410 Kuahelani Ave	Mililani	96789
Moanalua Community Preschool	422-9491	20 Bougainville Drive	Honolulu	96818
Moiiliili Hongwanji Preschool	946-4416	902 University Ave.	Honolulu	96826
Montessori Center of Pearl Harbor	422-6833	45 Makalapa Drive	Honolulu	96818
Montessori Community Preschool	522-0244	1225 Nehoa Street	Honolulu	96822
Na Keiki Preschool	696-2466	85-671 Farrington Hwy	Waianae	96792
Child Development Center	257-1593	Building 6111	Kaneohe Bay	96863
Navy Hale Keiki School	423-1727	Marine Corps Base Hawaiʻi	Honolulu	96818
NCTAMS EASTPAC Child Development Center	653-5305	153 Bougainville Drive	Wahiawa	96786
		Building 416		
<u>OAHU continued</u>				
Nuuanu Baptist Preschool	536-7405	2010 Nuuanu Ave	Honolulu	96817
Nuuanu Preschool	595-2700	110 Coelho Way	Honolulu	96817
Oahu Keikis Preschool & Daycare	247-6817	45-520 Keaahala Road	Kaneohe	96744
Olivet Baptist Preschool	949-7548	1775 S. Beretania Street	Honolulu	96826
Our Lady of Good Counsel Preschool	455-4533	1530 Hoolana Street	Pearl City	96782
Our Lady of Sorrows Preschool	621-8951	1403 California Avenue	Wahiawa	96786
Our Savior Lutheran Preschool	488-0000	98-1098 Moanalua Road	Aiea	96701
Pali Preschool	523-6495	467 N. Judd Street	Honolulu	96817
Pali View Baptist Preschool	235-2271	45-510 Halekou Road	Kaneohe	96744
Palisades Baptist Preschool	456-9066	2251 Auhuhu Street	Pearl City	96782
PARENT Participation				

U. S. Coast Guard - Hawaiian Islands Relocation Handbook

Nursery School	254-8833	92 Kaneohe Bay Dr.	Kaneohe	96734
Pearl Harbor Nursery	422-7133	151 Bougainville Dr.	Honolulu	96819
Playmate Daycare Center	536-6442	1704 Keeaumoku Street	Honolulu	96822
Punana Leo O Honolulu	841-6655	1313 Kam IV Road	Honolulu	96819
Punana Leo O Kawaiahao	536-7999	880 Mission Lane	Honolulu	96817
Punana Leo Ko'olaupua	293-4441	56-449 Kamehameha Hwy.	Kahuku	96731
Punana Leo O Waianae	696-0212	85-165 Plantation Rd	Waianae	96792
Queen Emma Preschool	595-4686	3019 Pali Highway	Honolulu	96817
Rainbow Hale Child Development Ctr	839-4884	151 Bougainville Drive	Honolulu	96818
Rainbow Preschool	293-5064	56-499 Kamehameha Hwy	Kahuku	96731
Rainbow Preschool Kaneohe	247-8840	45-211 Waikalua Road	Kaneohe	96744
Rainbow School Mililani	623-3955	95-1361 Meheula Parkway	Mililani	96789
Rainbow Schools (Fed. Bldg.)	541-1701	300 Ala Moana Blvd #1112	Honolulu	96850
Rainbow School Wahiawa	621-3933	108 California Avenue	Wahiawa	96786
Rosary Preschool & Kindergarten	677-1202	94-1249 Lumikula Street	Waipahu	96797
Salvation Army Day Care for Children	487-1636	98-612 Moanalua Loop	Aiea	96701
Saint Ann's Early Learning Center	247-3324	46-125 Haiku Road	Kaneohe	96744
Schofield Child Development Center	655-7106	Schofield Barracks	Wahiawa,	96786
Seagull School of Kailua	261-8534	1300 Kailua Road	Kailua	96734
Seagull Schools of Kapolei	674-1444	91-531 Farrington Hwy	Kapolei	96707
Seagull Early Education	533-0004	1030 Alapai Street	Honolulu	96813
Special Services Naval Submarine Base Child Development	473-2669	Naval Station	Pearl Harbor	96860
St. Andrew's Priory School	532-2455	224 Queen Emma Street	Honolulu	96813
St. Ann's Early Learning	247-3324	46-125 Haiku Road	Kaneohe	96744
St. Clement's School	949-2082	1515 Wilder Ave	Honolulu	96822
St. George's Episcopal Preschool	423-0154	511 Main Street	Honolulu	96818
St. Luke's Preschool	533-7221	45 N. Judd St.	Honolulu	96817
St Mark's Children's Center	734-6112	539 Kapahulu Ave	Honolulu	96815
St. Philomena's Early Learning Center (Montessori School)	833-8080	3300 Ala Laulani St.	Honolulu	96818
St. Timothy's Children's Center	488-1766	98-939 Moanalua Road	Aiea	96701
Star of the Sea ELC	734-3840	4449 Malia Street	Honolulu	96821
Sunshine School	261-8278	175a Kihapai Street	Kailua	96734
The Carey School	261-1388	260 N. Kainalu Drive	Kailua	96734
The Children's Center	595-6341	2651 Pali Hwy	Honolulu	96817
The Early Education Center	533-0004	1130 Alapai Street	Honolulu	96813
The Early School	955-5881	2510 Bingham Street	Honolulu	96826
The Salvation Army Leeward Ohana Keiki Preschool	487-1636	98-612 Moanalua Loop	Aiea	96701
The Toddler Program	735-3197	3509 Pahoa Ave.	Honolulu	96816
Trinity Chrisitan School	262-8501	875 Auloa Road	Kailua	96734
Trinity Church & Schools	621-6033	1611 California Ave	Wahiawa	96786

OAHU continued

UH Manoa Childrens Center	956-7963	2600 Campus Rd, Rm 406	Honolulu	96822
Ulupono-Kamehameha School	842-8461	1850 Makuakane Street	Honolulu	96817
Unity Preschool	735-7666	3608 Diamond Head Circle	Honolulu	96815
University Ave Baptist Preschool	947-6679	2305 University Ave	Honolulu	96822
Trinity Lutheran Preschool	621-6033	1611 California Avenue	Wahiawa	96786
Wahiawa Baptist Preschool & Daycare	622-2454	1233 California Avenue	Wahiawa	96786
Wahiawa Preschool/Daycare Ctr	621-6214	1445 California Avenue	Wahiawa	96786
Waianae Coast Day Care	695-9656	84-1061 Noholio Road	Waianae	96792
Waikiki Community Preschool Center	922-2098	310 Paoakalani Ave	Honolulu	96815
Waimalu Grace Brethren Children's Center	488-6006	98-323 Pono Street	Aiea	96701
Waikeola Preschool	734-4277	4705 Kilauea Ave	Honolulu	96816
Waiolani-Judd Preschool	531-5251	408 N. Judd Street	Honolulu	96817
Waipahu United Church of Christ Preschool	671-2389	94-330 Mokuola Street	Waipahu	96797
Waipio Community Baptist Preschool	676-9397	94-1210 Waipio Uka Street	Waipahu	96797
Wesley United Methodist Child Care Center	732-3273	1350 Hunakai St.	Honolulu	96816
Windward Nazarene Academy	235-8787	45-232 Pu'aa'e Road	Kaneohe	96744

OUTER ISLANDS

Hale Kamalii Montessori	935-9338	326 Desha Ave	Hilo	96720
Montessori School of Maui	573-0374	2933 Baldwin Ave	Maui	96768

PATCH CHILD CARE RESOURCES

Maui	839-1988
Kauai	246-0622
Hawai'i	
Kona	329-7101
Hilo	934-0831

FAMILY ADVOCACY PROGRAM

Appendix E

The Work-Life Family Advocacy Program serves active duty members, family members, retirees, reservists, Auxiliarists, and federal civilian employees stationed in the D14 area of responsibility. The goal of these services is to help members balance their "work" and "home" lives. The program is for those who have the insight to know when their lives are "out of balance" or who find themselves in unacceptable situations. Rather than cope alone, individuals can choose to utilize available resources and look at realistic means of solving problems. Family Advocacy Programs can help members develop an honest, realistic "options search" as a way to arrive at a productive and plausible solution.

Family Advocacy Programs attempt to resolve work-life issues through counseling, education and training, and by providing individuals with information about and referrals to appropriate federal, DOD, state and local resources.

Assistance and referral are provided in cases of:

- ◆ Divorce
- ◆ Marriage Difficulties
- ◆ Custody Questions
- ◆ Psychiatric Referrals
- ◆ Crisis Intervention
- ◆ Early Return of Dependents
- ◆ Humanitarian Assignments
- ◆ Special Needs
- ◆ Management Issues
- ◆ Parenting Issues
- ◆ Personal Stress Management
- ◆ Child Supervision Issues
- ◆ Family Planning
- ◆ Family Violence
- ◆ Child, Spouse, Elder, and Sibling Abuse and Neglect



Command and family education and training is available in the following areas:

- ◆ Parenting
- ◆ Stress Management
- ◆ Finding Resources and Information
- ◆ Spouse, Elder, and Sibling Abuse
- ◆ Child Abuse and Neglect
- ◆ Special Needs
- ◆ Alcoholism and the Family
- ◆ Couples Communication
- ◆ Cross Culture Marriage
- ◆ Step-Family Parenting
- ◆ ISC Honolulu Work-Life Overview

The Family Advocacy Specialist has a Masters Degree in Social Work and is a state licensed and nationally certified social worker who serves as an intervention and prevention specialist. He has many years of experience working with families who find themselves overwhelmed

by stress and/or are in a traumatic relationship.

The Family Advocacy Program coordinates and develops the following activities:

Receives, assesses and manages reports of spouse, child, elder, or sibling abuse. Also provides prevention classes and services such as: Parenting Skills Training, Couples Communication Classes, Stress and Anger Management, and much more.

The Family Advocacy Program supports the National Committee on the Prevention of Child Abuse "Blue Ribbon Campaign"-- Each year the Coast Guard Community joins the state of Hawai'i in wearing and displaying a small blue ribbon on a shirt, a car antenna, or a door knob to show support for and our desire to help prevent child abuse and neglect.

The Ombudsman Support

Program is a vital, information network for Coast Guard families. The Family Advocacy Specialist acts as program coordinator, trainer, and facilitator for quarterly training meetings for Command Ombudsmen. The Family Advocacy Program also assists Ombudsmen in planning Predeployment Seminars--dedicated to informing families about the ship's activities while underway--and to apprise families of pertinent resources at their disposal.

For the last two years--and for the FY02 transfer season -- the Work-Life Center and entire D14 AOR has been blessed with the assistance of Ms. Wanda Allen-Yearout. Wanda has volunteered innumerable hours as our Ombudsman Program Coordinator. Thus, she has handled most of the duties normally managed by the Family Advocacy Specialist. With support like this, the D14 AOR has enjoyed, probably, the best Ombudsman Program in the Coast Guard.

Aloha Resource Fair is an event, held late summer, dedicated to providing families and active duty personnel with Coast Guard, DOD, and State community resources. Knowing resources is important in ensuring a smooth tour in Hawai'i.

When should you use Family Program support services?

***When** the verbal and nonverbal communication in your relationship deteriorates to an unhappy level due to some unresolved misunderstanding.*

It's time for an "option search" for a counselor that will help you to communicate assertively.

***When** the marriage begins to fail, not after it's irreparable.*

It's time for an "option search" for a marriage counselor.

***When** depression becomes a daily event and you don't feel like showing up for life today.*

It's time for an "option search" for a mental health professional to help you become yourself again.

***When** your daily beer begins to affect your relationships with the people around you who love you the most.*

It's time for an "option search" for assistance.

***When** your obviously bright child becomes a behavior problem in his second grade class. He's been tested by the school, at your request, and you are now told he has a learning disability.*

It's time for an "option search" for special needs treatment resources.

***When** your mother in Florida is diagnosed with cancer and is facing certain death. You want to be with her for the length of time she has left, but you are active duty and single.*

It's time for an "option search" for information on humanitarian transfers, PCS moves, mutuals, discharge, dependent status, transportation, financial resources, mental health support, and medical care services in your mother's state.

***When** your anger turns to violence against your spouse or child and you realize you're losing control.*

It's time for an "option search" for a Family Advocacy Counselor to help you end the violence.

***When** a single parent must leave his two children, while he stands duty overnight. When the cost of childcare is too difficult on his budget.*

It's time for an "option search."

Call our Work-Life Family Advocacy Specialist, Mr. Owen Norton for information and referrals or any time you feel out of control, sad, lonely, angry, and/or unloved at (808) 541-1582 and begin your "option search."

FAMILY ADVOCACY PROGRAM RESOURCES

Area code for Hawai'i is (808)

EMERGENCY INFORMATION

Security - Red Hill 438-7114/7116
Coast Guard Family Advocacy 541-1582
Emergency Digital Pager 598-6437
Suicide Crisis Hotline 521-4556
Military Information 474-1110
Child Protective Services Intake 832-5300
Coast Guard Chaplain 541-2076
Joint Military Family Abuse Shelter 533-7125
Red Cross 471-3155

RESOURCE INFORMATION AND REFERRAL

Work-Life Family Programs 541-1582
Ask 2000--Hawai'i 275-2000

ALCOHOL RESOURCES

Addictions Prevention Specialist 541-1587
Alcoholics' Anonymous 946-1349
Navy Alcohol Rehabilitation Center 474-0606
Army Community Services 655-4861

MILITARY FAMILY SERVICE CENTERS

(Counseling and Assistance)

Coast Guard Work-Life Center 541-1580
Coast Guard Employee Assist. Prog 800-222-0364
Navy Counseling & Asst Center(CAAC) 471-9840
Army Community Services 655-4861
Pearl Harbor Family Service Center 474-2220
USMC Kaneohe Family Service Center 254-1541

INTERPRETERS

Bilingual Access Line 526-9724

DOMESTIC VIOLENCE

Joint Military Family Abuse Shelter 533-7125
Coast Guard Family Advocacy 541-1582
Digital Pager 598-6437
Family Peace Center--Family Violence 944-0900
Adults Molested as Children 734-8795
Hawai'i Family Court--Restraining Orders 548-7106
Sex Abuse Treatment Center 947-8337
Honolulu Police Department 943-3351

FINANCIAL ASSISTANCE

Employee Assistance Program 541-1585
Coast Guard Mutual Assistance 541-2283
Hickam Financial Management 449-5892

LEGAL ASSISTANCE

CG D14(d1) 541-2106
Pearl Harbor Legal 474-3127
Domestic Violence Legal Hotline 531-3771

TRIPLER ARMY MEDICAL CENTER

Information 433-5700
Psychiatry 433-2723
Child and Adolescent Psychiatry 433-6312
Active Duty Psychiatry 438-1117
Social Work Services/Family Advocacy 433-6680

MISCELLANEOUS

Food Stamps 548-7050
The Mediation Center of the Pacific 521-6767
(Divorce, Neighborhood Conflict Resolution)
CG Family Programs Ombudsman Support 541-1582
Kahi Mohala(Psychiatric Inpatient Svcs) 671-8511
Rape Crisis--Honolulu Police Department 943-3627

TRANSITION AND RELOCATION ASSISTANCE PROGRAMS

Appendix F

Introduction

The Integrated Support Command, Honolulu, **Transition & Relocation Manager (TRM)**, Ms. Shirley Caban, provides accurate and comprehensive relocation information to all D14 AOR members and their families.

The **Coast Guard-wide Relocation Assistance Program (RAP)** consists of TRMs situated at all the Work-Life staffs.

The Coast Guard is part of the DoD Relocation Database system called SITES (Standard Installation Topic Exchange System).



This system provides members with a complete information file for any DoD or large USCG installation.

SITES can be accessed through the Internet at <http://www.dmdc.osd.mil/sites>.

For ISC Honolulu, the following programs and services are provided:

Centralized Mailings

The package you have received should contain *Your Coast Guard in Hawai'i* and this *U. S. Coast Guard - Hawaiian Islands Relocation Handbook*. Most Welcome Aboard packages are mailed directly from the Work-Life TRM's office, using



Priority Mail, usually within a week of your orders being issued.

Computerized Tracking

All incoming members are recorded on a computerized database. We track your orders issue date and when we mail your package.

Employment Assistance

The TRM also provides employment assistance for spouses utilizing a Job Referral Data Bank called the Joint Employment Management System (JEMS). This databank lists over 1500 job openings for Hawai'i businesses. The service is free to both the employer and job seeker.



The Work-Life Center, on Sand Island just across the harbor from Honolulu, has a Client Resource Center where individuals can use computers to fill out Federal Job applications, do resumes, and conduct online job searches.

Sponsor Program What should I expect from my sponsor?

Your sponsor should send you a personal letter and/or give you a phone call. A sponsor provides unit specific details and person-to-person support



(especially during the first weeks after arrival). Your sponsor should greet you at the airport and then assist with your check-in.

For underway units, your unit ombudsman can be a vital support link during your first weeks.

Take this handbook with you while enroute to your new unit. It contains a lot of critical, as well as nice-to-know, information. Don't leave home without it!

Enroute Assistance

Prior to your arrival in Hawai'i, if you need assistance and are unable to contact your unit or your sponsor,



please feel free to call us at our

**TOLL FREE NUMBER
1-800-872-4957 extension 314**

Our commercial number is
(808) 541-1586.

EMPLOYEE ASSISTANCE PROGRAMS

Appendix G

Striking a balance between the needs of the organization and the needs of our most valuable resource, our personnel and their families, continues to be the philosophy underlying all Work-Life initiatives. Success requires an organization that is willing and able to help, members who are willing and able to express a need for help, and leadership willing and able to match member need with available services.

- Admiral J.W. Kime
Former Commandant

As part of the Work-Life initiative, the Employee Assistance Program (EAP) provides confidential counseling assessments, short-term problem solving, and referral services to all active duty, civilian, and NAFA employees and their families. You and your immediate family members can use the EAP for help with personal, family, or job-related problems.

Permanent Changes of Station are inherently stressful. You're not alone. Contact EAP directly or contact the Employee Assistance Program Coordinator (EAPC) in your transferring or receiving area.

The Coast Guard EAP contract is administered by contracted occupational health and employee assistance professionals. EAP services are provided through a private civilian company. A professional team of psychologists, counselors, and therapists each with years of experience in dealing with family and parenting problems, relationship concerns, alcohol and drug use, stress, depression and a variety of other issues are available.

Have you ever experienced a stressful period in the relationship with your child, spouse, or significant other? Has your workload ever appeared overwhelming and unmanageable? Have you ever felt depressed but were not sure why? At one point or another, these and other concerns may affect your life. When this happens, it is often difficult to know where to turn for help.

The Employee Assistance Program Coordinator can help you connect with an EAP service provider. A local certified professional counselor will meet with individuals, couples, or families to discuss any problem you may have in the following areas:

- Emotional
- Marital
- Family Relationships
- Alcohol/Other Drug Use
- Job Problems
- Legal/Financial
- Stress
- Eating Disorders
- Grief and Loss

Your EAP assessment visit (or visits in certain cases) is provided at no cost. The purpose of the assessment is to help you accurately identify your concern, discuss possible solutions and clarify additional resources. The EAP assessment counselor will determine if ongoing counseling is advisable. Should you choose to pursue a referral for ongoing counseling or treatment, those fees will be your responsibility and may be covered by your health benefits plan. Please be aware that a referral by an EAP counselor does not automatically ensure coverage by your plan.

When you use the Employee Assistance Program's services, your confidentiality is protected in accordance with the requirements of public law. Information shared with the EAP counselor will not be disclosed to another person without your written consent.

Services are strictly confidential and easy to use. When you need help or advice call:

Federal Employee Assistance Program
1-800-222-0364

TDD for the deaf or hearing impaired
1-800-EAP-1TDD
1-800-327-1833

Unresolved issues such as stress, family problems or job adjustment concerns can interfere with your quality of life and your job performance. Asking for assistance can be the first step toward resolving issues and returning to a healthy, productive lifestyle.

If you have any questions about the Employee Assistance Program or if you have problems with any of the EAP service providers, please call



the Employee Assistance Program Coordinator, Ms. Jeri Couthen, at (808) 541-1585. In addition to being the point of contact for the EAP, she also provides an umbrella of various services to enhance the well being of Coast Guard employees and families.

Prevention and education are the main focus of the Employee Assistance Program. The EAP Coordinator can provide information that will empower individuals to make the best possible decisions. The following services are available:

Life Skills - This encompasses deployment issues, relationships, parenting and step-parenting, stress management, communications, personal development, and many other skills required in everyday life. In addition, assistance is available for situations requiring Early Return of Dependents (ERD) and Humanitarian Assignments.

Suicide Awareness - This program seeks to prevent and reduce the number of incidents of suicide, suicide attempts, and suicide gestures. Suicide awareness means not only detecting warning signs and symptoms, but also understanding the process that may lead to suicidal behavior.

Critical Incident Stress Management (CISM) - A critical incident refers to any traumatic event that occurs in the work place or affects the work group. These may include natural disasters, serious injury or accidents, and suicide or homicide. The EAP Coordinator can provide on-site counseling support and arrange for defusings or debriefings, as needed.

Rape and Sexual Assault - Rape and sexual assault complaints by a victim or situations, which cause an individual to believe rape or sexual assault has occurred, must be reported. The EAP Coordinator is the point of contact for this program.

- **Victim/Witness Assistance** - This program is intended to ensure that all victims and witnesses of crime who suffer physical, financial, or emotional trauma receive the assistance and protection to which they are entitled. This program applies in all cases in which criminal conduct has an adverse impact on identifiable victims or on witnesses who provide information regarding criminal conduct.

Workplace Violence -The Coast Guard is proud of its safe work places, but concerned about the reality of violence in society and its potential in our workplaces. The EAP Coordinator can provide workplace violence prevention training and will handle the reporting requirements.

Financial Competency -The EAP Coordinator can help provide a "snapshot" of current financial status, develop a budget, and assist with debt consolidation if necessary.

Red Cross Liaison - One of the missions of the Red Cross is to support and supplement those activities of the military that affect the health, welfare, and morale of service personnel and their families. The EAP Coordinator is the Red Cross liaison for the Coast Guard.

Information and Referral - The EAP Coordinator can assist commands and individuals by providing information about referrals to appropriate federal, DOD, state, and local resources.

FAMILY RESOURCE PROGRAMS

Appendix H

The Family Resource Specialist provides information and referral services for choosing quality child care, providing child care, accessing enrollment in the Coast Guard Special Needs Program, applying for adoption reimbursement, providing elder care information and scholarship information for eligible family members.



Child Care – The Family Resource Specialist is the point of contact for spouses interested in providing In-Home Family Child Care in Coast Guard owned housing. If you provide childcare for more than 10 hours a week, you must be Coast Guard Certified. The Family Resource Specialist processes the applications of new Family Child Care providers, initiates the background screening process, and coordinates orientation and training to assist providers in complying with the Coast Guard Commandant Instruction. To ensure safe, quality childcare, the Family Resource Specialist makes unannounced monthly visits.

Childcare referrals to Coast Guard Family In-Home Care, Military and Civilian Center-based care, Head Start Programs, and other types of childcare are available to parents.

Elder Care - Information about local and national resources are provided to individuals with elder care needs. *The Senior Information and Assis-*

tance Handbook, a local resource, is FREE and ready for pick-up from the Family Resource Specialist.

Special Needs Enrollment - The definition of a Special Need is a family member who has a *diagnosed and professionally documented long-term medical, physical, psychological, mental, or educational condition*. Information and enrollment forms for the Coast Guard Special Needs Program are available, as well as access to civilian and military resources. In the area of education, if a parent desires an advocate to attend Special Education meetings at school, contact the Family Resource Specialist. *The Annual Directory of National Organizations*, which lists national organizations for specific disabilities, is available as reference material.

A common misconception about Special Needs Enrollment is that it will damage the member's career due to limited assignments. This is NOT the case. The focus is to ensure that members are assigned to duty stations that have services and resources to meet the family member's special needs. *Enrollment in the program is mandatory when there is an identified special need.*

Adoption - Adoption is an expensive decision, whether adopting locally or internationally. The good news is that the Coast Guard Adoption Reimbursement Program offers up to \$2,000 per adoption to offset the high cost of adoption expenses. Applications must be submitted within 365 days of the date the adoption becomes final. The adoption of step-

children or others who are considered the Coast Guard member's dependents for the purpose of receiving military benefits does not qualify for reimbursement under this program.

The Family Resource Specialist can answer inquiries concerning the reimbursement of adoption expenses and forward the request to Coast Guard Headquarters for processing. A variety of books and information in locating resources for the adoption of a child are available for checkout to interested families.

Scholarships - The major source of scholarships for dependent children of Coast Guard Enlisted personnel on active duty, retired, or deceased, and Coast Guard reservists on extended active duty is the RADM Arnold Sobel Endowment Fund. Information on this scholarship, the Zachary and Elizabeth Fisher Armed Services Foundation Scholarship Fund, Navy League Scholarships, and others can be obtained from this office. Information on financial aid resources can be obtained, also.

Begin your financial aid search early in the junior year of high school for dependent sons and daughters. Copies of *Need a Lift, the American Legion College Financial Aid Handbook*, is available FREE through the Work-Life Office.

Drop by the Work-Life Center or call the Family Resource Specialist, Ms. Mary Mansfield, at (808) 541-1584 for assistance regarding these family member issues.

FAMILY SUPPORT RESOURCES

Area code for Hawai'i is (808)

CHILD CARE SERVICES

Armed Services YMCA (Playmornings)..... 833-1185

Parent Line (Parenting information)..... 526-1222

Baby Huis: Infants and Toddlers (Support group)

Oahu..... 735-2484

Maui..... 878-6392

Kauai..... 822-0340

Hawai'i..... 322-3927

PATCH (Childcare referral)

Oahu..... 839-1988

Maui..... 242-9232

Kauai..... 246-0622

Hawai'i (Kona)..... 329-2101

Navy Kids Line (Child care Referral)..... 473-3231

SPIN (Special needs support)..... 586-8126

Parents Incorporated (Parenting support).... 235-0255

Parents Without Partners (Support group).. 262-6442

..... 262-7441

Hawai'i Nanny Service 597-8211

ADOPTION SERVICES

Adoption Circle of Hawai'i, Inc...... 591-3834
(Triad support group)

Child & Family Service(Adoption program) 543-8447

House of Ruth Adoption

Services/Calvary Chapel..... 524-0844
(Private adoption)

Department of Human Services..... 832-5445
(Adoption for Oahu)

LDS Social Services (Mormon adoptions) 945-3690

Catholic Charities Family Services..... 536-1794

Adoptive Families of America (651) 645-9955
(Resources and information)

Queen Liliokalani Children's Center

Administrative Office..... 847-1302

Maui Unit..... 242-8888

Kona, Hawai'i..... 329-7336

Hilo, Hawai'i..... 935-9381

Kauai..... 245-1873

ELDER CARE SERVICES

Eldercare Locator 1-800-677-1116
(National information)

Elderly Affairs Division

Honolulu Office 523-4361

Information..... 523-4545

Hawai'i County Office on Aging

Hawai'i..... 961-8600

Kauai Office of Elderly Affairs

Kauai Office 241-6400

Information..... 241-6400

Maui County Office on Aging

Maui Office 270-7755

Information..... 243-7774

Executive Office on Aging (State Office) 586-0100

Senior Information and Referral (Hotline) 523-4545

SPECIAL NEEDS

Coast Guard Special Needs Program 541-1584

Department of Education

Special Education.....733-4990

(Support services)

Learning Disabilities

Association of Hawai'i 536-9684

AWARE (Assisting with

Appropriate Rights in Education)..... 536-2280

Tripler Army Medical Center 433-2778

HEALTH PROMOTION PROGRAMS

Appendix I

The Health Promotion Manager develops and manages the regional wellness program. Her mission is to educate and encourage all Coast Guard active duty members, their families and civilian employees to improve their health and well-being through the voluntary adoption of a healthy lifestyle.

The program is designed to provide guidelines for physical and mental fitness. These guidelines improve the quality of life and create positive energy so that each person can lead a productive life at work and at home.

The Health Promotion Manager provides members of team Coast Guard with the following services.

Physical Fitness - A series of videotapes may be checked out. The tapes have a wide variety of exercises/workouts ranging from beginner to advanced levels. The videos include slide, step, low-impact and high-impact. Physical fitness lectures and training can be provided to groups or individuals.

Tobacco Cessation - Videos and literature are available for a short-term loan. This information is great for tobacco cessation lectures within a group and self-paced settings. A list of resources for tobacco cessation is also available from the Health Promotion Manager.

Stress Management - Videos and literature are available for a short-term loan. Of particular interest is a self-paced personal stress assessment, the Stress Map. These tools will educate anyone interested in stress management training. A list of resources for stress management is



also available from the Health Promotion Manager.

Weight Management and Nutritional Counseling - Individuals may meet in private with the Health Promotion Manager or the Unit Health Promotion Coordinator to discuss changing eating habits for weight management. At group trainings, different strategies on how to manage weight by making healthy lifestyle changes will be discussed. Different techniques will be offered to help individuals manage their weight more efficiently. Videos and literature are available on short-term loan. A list of resources for weight management is available from the Health Promotion Manager.

Personal Exercise Programs - Every person's physical stature, well being and fitness goals are unique. Different health history backgrounds, fitness levels, and fitness goals need individualized exercise programs. After completing a Computerized Personal Wellness Profile questionnaire, a personal exercise program will be recommended to the individual. This service is available through the Unit Health Promotion coordinator or the Health Promotion Manager. The exercise program recommenda-

tions take approximately 25 minutes.

Disease and Injury Risk Reduction

- The health risk appraisal is important for early detection of disease or illness. A preventative approach is taken to make your life healthier and happier. After completing a Computerized Personal Wellness Profile questionnaire, meeting with the Unit Health Promotion Coordinator or the Health Promotion Manager, and discussing your family health history and current physical activity, a complete health risk appraisal can be offered. The appraisal takes approximately 25 minutes.

Computerized Wellness Assessments

- The Computerized Personal Wellness Profile provides individuals with a personalized wellness assessment. The wellness profile will empower the individual to make positive lifestyle changes so that they may increase their longevity and improve their quality of life. The individual is put through a series of fitness tests, clinical tests, and wellness questions. All data is entered into a computer and the printed results are returned. The wellness assessment takes approximately 45 minutes for an individual. Group computerized wellness assessments are also available through your command. All assessments are strictly confidential

The purpose of a Wellness Assessment is to:

1. Reduce the risk of injury.
2. Early detection of disease or illness.
3. Determine a basic wellness level, a baseline.
4. Assist with recommending a basic wellness program.

Prevention of Alcohol and Substance Abuse

- Training for individuals and groups on preventing alcohol and substance abuse can be provided. The Health Promotion Manager, unit Fitness Leader or a local expert in the field of alcohol and substance abuse does the training. Videos, slides, and literature are available for a short-term loan from the Health Promotion Manager.

The majority of all deaths and illnesses in the United States relate directly to unhealthy lifestyle habits. Tobacco use, improper nutrition, lack of exercise, abuse of alcohol and drugs, and unmanaged stress are the most detrimental forms of behavior. People who make positive changes in their behavior and lifestyle can significantly reduce their risk.

Participating in the Wellness Program is voluntary. To be effective, individuals and their families must make good health a goal. The Work-Life Health Promotion Program is committed to the prevention of lifestyle diseases. Did you know that participating in the Health Promotion Program pays off? Every dollar per hour spent doing healthful activities will save you at least two dollars in medical costs.

Creating a healthy lifestyle can be a challenge. When you accept the challenge, you can expect some positive physical and mental changes: increased energy, better stress management, enhanced physical appearance, decreased risk of illness or injury, improved self-confidence, increased levels of emotional and physical well-being, and higher internal motivation levels. This healthier you will have a positive impact on your family, friends, coworkers and most importantly, on yourself.

Call the Health Promotion Manager now at (808) 541-1583 or 541-1580. Remember, the Health Promotion Program is for all members of Team Coast Guard. Start a program today.

WELLNESS RESOURCES DIRECTORY

FITNESS CENTERS

OAHU (CIVILIAN)

Clark Hatch Fitness Center (Honolulu)	536-7205
24-Hour Fitness (Honolulu, Pearlridge, Mililani, Waikiki, Hawai'i Kai, Downtown Honolulu, Windward)	800-204-2400
Gold's Gym - Honolulu	521-4633
Honolulu Club	543-3900
Kailua Fitness Inc	263-0101
Spa Health and Fitness Center (Punahou, Waimalu, Waipio)	949-0026
The Oahu Club (Hawai'i Kai)	395-3300
World Gym Honolulu	599-6753
YMCA (Central, Nuuanu, Windward, Mililani)	531-3558
YWCA (Honolulu)	538-7061

OAHU (MILITARY)

Hickam Air Force Base Fitness Center	449-1044
Aliamanu Military (AMR) Fitness Center.....	836-0338
(Red Hill Crater)	
Fort Shafter (Fort Shafter)	438-1152
Schofield Barracks Family Fitness Center	655-8007
Tripler Army Medical Center (Honolulu)	433-6443
Wheeler Army Base	656-1690
Coast Guard (Sand Island).....	541-2413
Marine Corp Base Hawai'i (Kaneohe)	254-7659
Camp Smith (Honolulu)	477-6963
Ford Island (Pearl Harbor).....	472-7583
Barbers Point Air Station.....	684-2120
Bloch Arena (Pearl Harbor).....	473-0793
Subase Gym (Pearl Harbor).....	473-2436
NCTAMS East PAC (Wahiawa)	653-5542

KAUAI (CIVILIAN)

Kauai Athletic Club (Lihue)	245-5381
-----------------------------------	----------

MAUI (CIVILIAN)

Maui YMCA (Kahului)	242-9007
Valley Island Fitness Center	874-2844
(Kihei, Kahului)	

OTHER IMPORTANT NUMBERS

Aerobics and Fitness Association of America (AFAA).....	800-445-5950
AIDS Information Hotline	1-800-342-AIDS
Alcoholics' Anonymous (Oahu).....	946-1438
Alcohol Drug Abuse Hotline	1-800-ALCOHOL
American Cancer Society	1-800-227-2345
Oahu	595-7500
Maui.....	244-5553
Kauai.....	245-2942
Hilo	935-9763
American College of Sports Medicine (ACSM)	(317) 637-9200
American Council on Exercise (ACE) ..	1-800-234-9229
American Diabetes Association	
Oahu	947-5979
Maui.....	947-5978
Hilo	1-800-DIABETES
American Heart Association	
Honolulu/Guam	538-7021
Maui.....	244-7185
Kauai.....	245-7311
Hilo	961-2825
American Lung Association	
Oahu	537-5966
Maui.....	244-5110
Kauai.....	245-4142
Hilo	935-1206
Coalition for a Drug Free Hawai'i (Oahu).....	545-3228
Consumer Nutrition Hotline	1-800-366-1655
DASH--Drug Addiction Services of Hawai'i (Oahu)	596-0440
MADD--Mothers Against Drunk Driving (Oahu)	532-6232
General Military Information	449-7110
National Cancer Institute	1-800-422-6237
Office of Disease Prevention and Health Information Center	1-800-336-4797
President's Council on Physical Fitness and Sports	(202) 690-9000

World Wide Web Sites

Appendix J

DISCLAIMER

Presentation of direct or indirect links to products, services or vendors does not constitute endorsement by the U. S. Coast Guard. We are providing links to these sites because they have information that may be of interest to you. These links are presented for informational purposes only. The U. S. Coast Guard does not guarantee that all functions contained in these web sites will be operational, that defects will be corrected or that the servers will make this information available free of viruses or any other harmful components. You are encouraged to thoroughly investigate and evaluate items of interest prior to entering into contractual obligations.

HELP WANTED

In addition, if you find a site useful in your transition – that's not listed here – let us know, and we'll consider it for next year's Relocation Handbook.

RELOCATION ASSISTANCE

WEBSITE URL	CONTENT DISCRIPTION
http://www.dmdc.osd.mil/sites/	SITES - Provides information on worldwide DoD and USCG installations and their surrounding areas. Lists base services and points of contact including employment data.
http://www.dtic.mil/perdiem	Per Diem, Travel and Transportation Allowance Committee. Look up rates for BAH, Overseas COLA, CONUS COLA, Overseas Housing Allowance, and Per Diem rates.
http://www.gohawaii.com/ http://www.cochawaii.org	Here you will find not only the usual information on accommodations, entertainment, dining and attractions , but also very specific information on such diverse things as hiking trails and hula competitions. Together with this information is provided a cultural and historical background of the Islands. Please feel free to delve deeply, for you will find Hawai'i to be a place of rich cultural diversity
http://www.theschoolreport.com/	School information and reports
http://www.hawaiiag.org/hdoa/ai_aqs_info.htm	Hawai'i's Animal Quarantine Laws
http://www.militarybrats.com	Military Brats Online was created to connect U.S. military brats with people and places, which have shaped their lives. This web site is for anyone who is a U.S. military "brat".
http://www.bestofhawaii.com/	The Best of Everything Hawaiian. Discount airfare, lodging, condos, hotels, bed & breakfasts, car rentals, travel, activities, shopping & more.
http://businesstravel.miningco.com/travel	Lots of travel information including airline seat maps for those that are picky about where they sit.

RELOCATION ASSISTANCE continued

WEBSITE URL	CONTENT DESCRIPTION
http://www.homefair.com/wizard/wizardmil.html http://www.monstermoving.com/	Relocation Wizard: Gives a customized military moving guideline. Relocation resource offers information on moving, apartments, real estate, mortgages, and city guides
http://www.surfhawaii.com/classifieds_frame.html	Hawai'i's Classifieds.
http://www.uscg.mil/hq/hrsic/tvlpag.htm	HR SIC TRAVEL The Coast Guard Human Resources Service and Information Center site for travelers. Contains information to help you ensure your travel claim(s) is/are correct.
http://www.cgspouses.net/siteinfo/map.shtml	CG SPOUSES Provides easily accessed information, support, and camaraderie to the community of CG spouses.
http://www.uscg.mil/mlcpac/ischon/cw	WORK-LIFE Services, staff members, resources (including additional links) for the Work-Life Program in the D14 Area of Responsibility.
http://www.lifelines4qol.org/	LIFELINES Quality of Life Information and Resources for the Navy and other partners, including the Coast Guard.
http://www.mele.com/ http://www.voices.cc/mikini.html	Two easy ways to connect to Hawaiian Culture
http://militarytravelguide.com/	MILITARY TRAVEL GUIDE Military lodging, campgrounds, recreation, and much more.
http://www.uscg.mil/mlcpac/ischon/mwr/mwr.htm	MWR SPECIALS

TRANSITION ASSISTANCE

WEBSITE URL	CONTENT DESCRIPTION
http://dod.jobsearch.org	The DoD Job Search is an associate site of America's Job Bank, provided by the Departments of Defense and Labor. America's Job Bank is a partnership between the US Department of Labor and the state operated Public Employment Service.
http://www.dfas.mil/money/milpay/pay/01-2002.pdf	Military Pay and Benefits Website.
http://www.va.gov/	The Department of Veterans Affairs (VA) Internet World Wide Web (WWW) Server is a worldwide resource that provides information on VA programs, veteran's benefits, VA facilities worldwide, and VA medical automation software.
http://www.uscg.mil/hq/hrsic/retiree1.htm	Information for Retirees.

FAMILY PROGRAMS

WEBSITE URL	CONTENT DISCRIPTION
http://www.aoa.dhhs.gov/abuse/	Elder Abuse Prevention and Treatment Resources
http://www.fvpf.org http://endabuse.org/index2.php3	Family Violence Prevention is a national non-profit organization that focuses on domestic violence education, prevention and public policy reform.
http://www.sboard.org/SHELTERS/hi.htm http://www.divorcesource.com/shelters/hawaii.shtml	Domestic Violence Shelters Hawai'i Domestic Violence Shelters
http://www.calib.com/nccanch/	National Clearinghouse on Child Abuse and Neglect Information
http://www.ask2000.org/	Ask-2000 Home Page is a comprehensive database of service providers in the State of Hawai'i.
http://www.pearlharbor.navy.mil/ffsc/index.htm	Family Service Center (FSC) at Pearl Harbor provides a variety of support services to Navy, Marine Corps, and Coast Guard personnel, retirees and family members. The hours of operation are Monday through Friday from 7 a.m. - 4 p.m. Classes and programs are scheduled during the day and in the evening.
http://www.dasnhroc.navy.mil/	Department of the Navy Civilian Human Resources Online
http://www.pixi.com/~domestic/	Joint Military Family Abuse Shelter Hawai'i
http://mfrc.calib.com/	Military Family Resource Center is a resource for policy makers and those providing services to active duty members and their families.
http://militarytravelguide.com/	Military Travel Guide
http://www.fathers.com/	National Center for Fathering
http://www.parentsanonymous-natl.org/	Parents Anonymous, Inc. brings help, support, strength, and hope to millions of families all across America. Parents Anonymous remains the nation's oldest child abuse prevention organization dedicated to strengthening families through innovative strategies that promote mutual support and parent leadership.
http://www.opm.gov/workplac/html/domestic.htm	Where Federal Employees Can Find Help for Family Violence .
http://www.sbsplus.com/	SBS PREVENTION PLUS Home Page The mission of SBS PREVENTION PLUS is to develop, study, and disseminate information and materials designed to prevent Shaken Baby Syndrome and other forms of physical child abuse, and to increase <u>positive parenting</u> and child care.
http://www.opm.gov/workplac/html/domestic.html-ssi	OPM U. S. Office of Personnel Management site devoted to helping Federal employees receive help regarding Domestic Violence.

EMPLOYMENT ASSISTANCE

WEBSITE URL	CONTENT DISCRIPTION
http://www.ajb.dni.us/	America's Job Bank is a partnership between the US Department of Labor and the State operated Public Employment Service.
http://www.lava.net/~kbucar/html/hawaii_careers.htm	Hawai'i Careers: job, employment, career links and work information for Hawai'i. The original job related web site for Hawai'i.
http://www.aloha.net/~edpso/uitext.html	Unemployment information.
http://www.uscg.mil/hq/cgpc/cpm/jobs/vacancy.htm	Coast Guard civilian personnel office vacancies listing
http://www.state.hi.us/hrd/re_index.html	State of Hawai'i employment opportunities.
http://www.co.honolulu.hi.us/hr/new.htm	City and County of Honolulu employment opportunities.
http://www.jobshawaii.com/	JobsHawaii.com , an online career website dedicated to connecting discriminating employers to Hawai'i's growing pool of Internet-savvy job seekers.

HEALTH EDUCATION PROGRAM

Appendix K

Members and families transferring to Hawai'i have several options for medical service.

Health Care Options

Active duty members assigned to Oahu units normally obtain medical



services (and keep their medical record) at the Coast Guard MTF Sand Island. Floating units usually keep the medical records aboard ship.

Outlying units including COMMSTA and Barbers Point keep their own medical records and use nearby DoD military clinics. Outer island units located on Maui, Kauai, and Hawai'i are enrolled in TRICARE Prime Remote Program and seek use of civilian contracted medical services at no cost. Service members in those units should complete a TRICARE Prime Remote enrollment form and select a Primary Care Manager from the local TRICARE network of providers.

Family members of active duty members have several health care options:

- Use civilian medical providers by utilizing TRICARE Standard or TRICARE Extra. No enrollment is required, but it involves cost sharing and submitting claims for reimbursements.
- Enroll in TRICARE PRIME and

select a Primary Care Manager (PCM). In most cases families living at Red Hill will have Pearl Harbor Makalapa Naval Medical Clinic as the PCM. There can be exceptions; special needs or geographical location for those not housed at Red Hill. Families are restricted to receiving health care from the PCM. If additional medical specialty health care is required, you will be referred to a military specialist or a civilian specialist by the PCM.

What is TRICARE?

TRICARE is a health-care program for active duty, family, and retired members of all military services. It provides high-quality, accessible care, controls health care costs for patients and improves medical readiness.

The program is managed by the military and uses civilian contractors. Begun in March 1995 in Oregon and Washington State, TRICARE is now expanding by region. It is now in place throughout the country. It's been in place in Hawai'i since October 1995.

Making a choice --TRICARE Prime, EXTRA or Standard

All family members and retirees must decide which option is best for them. TRICARE Standard is the same as CHAMPUS, with the same deductibles, cost shares and rules.

Usually, active duty families who use TRICARE Prime or extra will save money compared to what they would spend if they used TRICARE Standard.

There are no enrollment fees for ac-

tive duty families. Retiree families have to balance expected savings on TRICARE Prime against the new enrollment fees of \$230 (for a single retiree) and \$460 for a family. Despite the fees, the average retiree is expected to save \$160 a year under TRICARE Prime compared to TRICARE Standard.

TRICARE Prime: This plan is the medical plan very similar to a civilian Health Maintenance Organization, or, "HMO." TRICARE Prime is the cheapest plan (for you), but also the most restrictive.

Under Prime active duty family members do not pay co-payments when receiving services from a military treatment facility and as of 1 April 2001, co-payments were eliminated except for prescriptions from civilian pharmacies and when using the Point of Service option. For more information about TRICARE benefits, coverage and to enroll into TRICARE Prime, contact your service Health Benefits Advisor, call the TRICARE Hawai'i Customer Service Line at 1-800-242-6788 or visit the local TRICARE Service Center or Beneficiary Service Office in the area.

When you enroll, you must designate one clinic or physician who will be designated as the Primary Care Manager (PCM) for each family member. For all non-emergency outpatient services, you must use the PCM.

Enrollment is mandatory for one year and you see only the physician/clinic you designated upon enrollment into Prime. If specialty care is warranted, your PCM physician/clinic must provide you with the referral. You may **not** use TRICARE Extra, Standard or

military clinics for non-emergency care while enrolled in TRICARE prime.

The average active-duty family is expected to save \$170 to \$240 per year under TRICARE Prime.

The advantages of TRICARE Prime are:

- You are assigned a Primary Care Manager (PCM).
- You always know where to go for initial care.
- A health care finder (HCF) can help authorize non-emergency and specialty care when you're referred outside of the military treatment facility.
- You pay no co-payments under TRICARE Prime, except for prescriptions from a civilian pharmacy and when using the TRICARE Prime Point of Service option.
- There is no paperwork for you to fill out. Civilian providers file their payment directly with the contractor.

The disadvantages of TRICARE Prime are:

- You are committed to TRICARE Prime for one year.
- You must use your selected PCM and Prime network care providers for all care, except true emergencies.
- Retiree families must pay enrollment fees whether they use care or not.

TRICARE Extra: Under this option, individuals may choose their own care providers. If an authorized network provider is used, a 5% discount from the TRICARE Standard cost shares is available. The annual deductibles must be met before cost sharing begins and other TRICARE Standard rules apply.

The advantages of TRICARE Extra are:

- TRICARE Extra is less expensive than TRICARE Standard.
- You will have a lower cost share when using doctors in the TRICARE network of providers.

The disadvantages of TRICARE Extra are:

- TRICARE Extra is more expensive per treatment than TRICARE Prime.
- There is no PCM to guide patient care.

TRICARE Standard: This is a new name for Standard CHAMPUS. Under this option, individuals decline TRICARE enrollment and continue to pay the deductibles and cost share rules of CHAMPUS. Annual deductibles must be met before Standard will cost-share your claim at 80% of the allowable charge.

The advantages of TRICARE Standard are:

- Unlimited provider choice

The disadvantages of TRICARE Standard are:

- This is the most expensive option.
- You must pay a deductible and cost share.
- There is no PCM to guide patient care.

Detailed information concerning each of these plans is available through every Health Benefits Advisor and by contacting the local TRICARE Service Center or Beneficiary Service Office in the area.

Note: TRICARE is available outside of the 50 states. Be sure to contact the TRICARE region for more information about TRICARE coverage overseas.

Supplemental Health Insurance

Learn the basics of TRICARE first before considering another supplemental health insurance plan. Each

families health concerns are different from the next, so choosing an additional health plan may or may not be beneficial to you. Again, every HBA has a list of companies and associations that sponsor supplemental care. Call the nearest HBA today!

Dental Care

Military dental care for family members is rarely available anymore. All Coast Guard members with family members are strongly encouraged to enroll in the TRICARE Active Duty Family Member Dental Plan (FMDP). On 1 February 1996, the contract turned over from **Delta Dental** to United Concordia Companies, Inc. (UCCI), educate yourself quickly on who the participating dentists are by contacting your HBA.

To enroll your family members in the plan, contact your unit administrative yeoman.

Here is a sample of Dental benefits provided through UCCI: [Plan pays](#)

Diagnostic/Preventive Exams, cleanings, x-rays, etc.	100%
Basic Restorative Fillings, etc.	80%
Sealants	80%
Endodontics Root canals, etc.	60%
Periodontics Gum surgery, etc.	60%
Oral Surgery Extractions, etc.	60%
Prosthodontics/Crowns Dentures, Bridges, etc.	50%
Orthodontics Braces, appliances for patients under age 19	50%

HEALTH EDUCATION PROGRAM DIRECTORY

TRICARE RESOURCES

Oahu/Neighbor Islands

TRICARE Customer Service Line (800) 242-6788

Health Care Finder/Beneficiary Service Rep. (800) 242-6788

TRICARE Claims Reimbursement (for Standard & Extra)

Palmetto GBA - CHAMPUS Claims

P.O. Box 870001

Surfside Beach, SC 29587-8701

(800) 930-2929

TRICARE RESOURCES ONLINE

<http://www.tricare.osd.mil>

Basic TRICARE information

Frequently asked questions

Toll-free numbers and regional web sites

DEERS

TRICARE FOR LIFE

<http://www.hcil-online.com>

Library of health topics

Obtain medical advice about your health concerns

<http://www.healthnetfederalservices.com>

TRICARE Program Benefits

General TRICARE information in Hawai'i

<http://www.mytricare.com>

Check your claims status

MILITARY MEDICAL RESOURCES

Area Code for Hawai'i: 808

Ambulance to Tripler: 433-5700

All Emergency Calls (Fire, Police, Ambulance): 911

Coast Guard Sand Island Clinic *No Sick-Call*

Information & Appointments 541-2405/2406
Open Mon, Tue, Wed, Fri: 0700-1200 and 1230-1530
Open Thr: 0700-1230

Pearl Harbor Makalapa Clinic *No Sick-Call*

Central Appointments 473-0247
Mon-Fri: 0715-1930 and Sat-Sun: 0800-1930
After 1600 and Weekends 473-1880
Pediatrics (Mon-Fri, 0700-1615) 473-0247
Optometry 473-1880 x349
Pharmacy (Open every day incl holidays: 0730-2000)
Call In Service/24-Hour Refill Line 473-1510 x229
Health Benefits Advisor 473-1880 x320

Schofield Health Clinic

Appointments 433-2778
Pediatric Clinic 433-2778
Pharmacy 433-2778

Hickam Air Force Base Clinic 448-6000

MCB Kaneohe Bay Health Clinic 257-2145

Tripler Army Medical Center (TAMC)

EMERGENCY ROOM 433-6629
Beneficiary Service Representative 433-6336
Military Information 433-6661
Appointments for the following clinics can be made by calling **433-2778** (this list is not all inclusive).
Allergy 433-6334
Audiology 433-5742
Coast Guard Liaison 433-6028
Dermatology 433-5736
ENT 433-5334
Health Benefits Advisor 433-3422
Immunizations (Child) 433-6234
OB/GYN 433-2778
Orthopedics 433-2778
Patient Information 433-2778
Pediatrics 433-6697
Physical Therapy 433-6958
Psychiatry 433-2778
Surgery 433-5756
TRICARE 1-800-242-6788

Castle Medical Center (Kailua/Kaneohe area)

EMERGENCIES 263-5164
Information 263-5500

Kaiser-Permanente Medical Care Pgm (Red Hill area)

Moanalua Medical Center 432-0000
Honolulu Clinic 593-2950
Hawai'i Kai Clinic 432-3700
Kahuku Clinic 293-4600
Kailua Clinic 262-3400
Leeward Clinic 671-5888
Mali Clinic 441-3500
Mililani Clinic 432-4200

Kapiolani Medical Center For Women and Children

EMERGENCY SERVICES 983-8633
Hawai'i Poison Center 941-4411
Information 983-6000

Kuakini Medical Center (Honolulu area)

EMERGENCIES 547-9540
Information 547-9156

Pali Momi Medical Center (Pearl Ridge area)

EMERGENCIES 485-4300
Information 486-6000

Queen's Medical Center (Honolulu area)

EMERGENCIES 547-4311
Family Planning 547-4586
Information 538-9011

St. Francis Medical Center (Honolulu area)

EMERGENCIES 547-6551
Information 547-6011

Straub Clinic and Hospital (Honolulu area)

EMERGENCIES 522-4000
Information 522-4000

Wahiawa General Hospital (Wahiawa area)

EMERGENCIES 621-4230
Information 621-8411

HAWAII (The Big Island)

Hilo Hospital

EMERGENCIES974-6800
Information974-4700

KAUAI

Kauai Medical Group

EMERGENCIES245-1010
Information245-1500
Walk-In Clinic.....245-1532

Kauai Veterans Memorial Hospital

Information338-9431

Wilcox Memorial Hospital

EMERGENCIES245-1010
Information245-1100

MAUI

Maui Clinic

Information 877-2023

Maui Medical Group

Information249-8080

Maui Memorial Hospital

EMERGENCIES242-2343
Information242-2036

Outer Island Information

Appendix L

Before You Arrive:

Maui, Kauai and Hawai'i

Call your unit for UPH/BEQ/BOQ arrangements. Most outer island units utilize one of the 3-bedroom family houses as shared bachelor quarters, in addition to leased housing. TLA will only be authorized for unaccompanied members if quarters are not available. Members attached to a floating unit are initially required to live aboard ship.

Newspapers, Etc.

In addition to the items listed on page 8 of this handbook here is a list of outer island newspapers, etc.:

The "Big Island" of Hawai'i

Hawai'i Tribune - Herald Ltd
355 Kinoole St.
Hilo, HI 96720
(808) 548-1294

Hawai'i Island
Chamber of Commerce
106 Kam Ave.
Hilo, HI
(808) 935-7178

The "Valley Isle" of Maui

Maui News
100 Mahalani
Maui, HI
1-800-827-0347

Haleakala Times
PO Box 1080
Makawao, HI 96768
(808) 572-9289

Maui Chamber of Commerce
250 Alamaha Suite N16A
Kahului, Maui
(808) 871-7771

The "Garden Isle" of Kauai

The Garden Island
3137 Kuhio Hwy
Kauai, HI
(808) 245-3681

Chamber of Commerce of Kauai
2970 Kele St.
Kauai, HI
(808) 245-7363

Island Life:

Hilo is a small community on the Big Island and it is located a distance from other island population centers.

Single Activities

There is little or no "nightlife" in the Hilo area, but many cultural and recreational activities on the windward coast.

Shopping
Big Island (Hawai'i) and Maui have Costco warehouse type stores. The drive to reach these businesses is quite lengthy.

Wal-Mart is available in the Hilo area.

The dollar cost is quite expensive.

There are no commissary or exchanges available.

If you live on the outer islands, you won't have many military facilities, and will be shopping and getting medical care right alongside your local neighbor. But you'll be living in a Hawai'i which has long been lost in Honolulu, a much more relaxed, unhurried lifestyle -- and be closer to the spirit of *aloha*. It's also the place that local Oahu residents escape to

for their short vacations.

Reporting Aboard: Airport terminal

If arriving in Hawai'i at the Honolulu International Airport enroute to the outer islands, it is important to note that you will have to change terminals for the local portion of your flight. The "Inter-Island Terminal" is just a short walk from the "Honolulu International Terminal."

TLA Reimbursement Procedures

Outer island members must submit the same TLA documents. To receive payment, you must mail or fax documentation to the ISC Honolulu Transportation Office (808) 541-1502. Payment can be by check or direct deposit.

Unaccompanied Housing

Outer island units have a mix of leased and owned government quarters for most unaccompanied members. On-the-economy housing is an option if government quarters are unavailable.

Family Housing:

Applying for Housing on Kauai, Maui or Hawai'i (Big Island)

Each outer island unit manages its own member's assignment to government quarters. The following Coast Guard-owned housing units are located on the outer islands:

STATION MAUI:

Six detached, three-bedroom housing

units.

CGC KISKA:

Five three-bedroom units.

CGC KITTIWAKE:

Six detached, three-bedroom housing units.

Utilities, etc.

County of Hawai`i

Verizon Hawai`i
(808) 643-3456

Hawai`i Electric Light Co., Inc.
(808) 935-1171

Water (most is rainwater catchment)
(808) 961-8060

Hawaiian Cablevision of Hilo
(808) 961-0443

County of Maui

Verizon Hawai`i
(808) 643-4411/3456

Maui Electric Co., LTD
(808) 871-9777

Department of Water Supply
(808) 243-7835

Hawaiian Cablevision Co-West Maui
(808) 661-4607

County of Kauai

Verizon Kauai
(808) 643-3456

Kauai Electric
(808) 246-4301

Department of Water Supply
(808) 245-5408

Garden Isle Cablevision
(808) 245-7720

Privately Owned

Vehicle (POV)

Pickup Locations:

Maui

Your vehicle will be located at Ka-
halui, by Matson Pier 1
(808) 877-5027

Kauai

Your vehicle will be located at:
Nawiliwili, by Matson Pier 2
(808) 246- 9138

Hawai`i

Your vehicle will be located at:
Hilo, Harbor, by Matson Pier 1
(808) 933-7722

DMVL Registration

County of Hawai`i

City Clerk
25 Aupuni St.
Hilo, Hawai`i
(808) 961-8255

County of Maui

City Clerk
Wailuku, Maui
(808) 270-7748

County of Kauai

City Clerk
4396 Rice St.
Lihue, Kauai
(808) 241-6371

Hawai`i Driver's License

County of Hawai`i

Hilo Police Station
349 Kapiolani St.
961-2222

County of Maui

Wailuku
(808) 270-7748

Lahaina

Police Station
667-9354

County of Kauai

Kauai Department of Finance
4280-A Rice St.
Lihue
245-1644

SCHOOLS:

The outer island school district phone
numbers:

Hawai`i	(808) 933-4237
Maui	(808) 243-5221
Kauai	(808) 241-3493

Year-Round Schooling

The state has a implemented year-
round school program at several is-
land elementary schools. On the
outer islands they are:

Kilohana Elementary - Maui
Kualapuu Elementary - Maui
Maunaloa Elementary - Maui
Haaheo - Hawai`i

Home School Associations

There are several Home School asso-
ciations in the state. They are:

Hawai`i (Big Island)

Hawai`i Island
Christian Home Educators
959-3397

Maui

Homeschool Adventure: Program for
Parents and Youngsters
(808) 242-8225

Adult Community Schools

In addition to the GED program,
Adult Community Schools offer
many classes including computers,
automotive, basic budgeting, etc.
Call them!

Here is a list of outer island Adult
Community Schools:

Hilo, CS	974-4100
Maui, CS	873-3082
Kauai, CS	274-8340

School Assignments

School district assignments for the
outer islands are:

Kauai

Elementary

Koloa Elementary
3223 Poipu Rd
Koloa, Kauai 96756
(808) 742-9966

Kalaheo Elementary
4400 Maka Rd.
Kalaheo, Kauai 96741
(808) 332-6801

High School

Kauai High School
3577 Lala Rd.
Lihue, Kauai 96766
(808) 274-3160

Maui

Elementary

Kahului Elementary School
410 South Hina Ave.
Kahului, Maui 96732
(808) 873-3055

Intermediate

Maui Waena Intermediate
795 Onehee St.
Kahului, Maui 96732
(808) 873-3070

High School

Maui High School
660 South Lono Ave.
Kahului, Maui 96732
(808) 873-3000

Hawai'i (Hilo)

Elementary

Kaumana Elementary School
1710 Kaumana Dr.
Hilo, HI 96720

(808) 974-4190

Intermediate

Hilo Intermediate
587 Wainuenue Ave.
Hilo, HI 96720
(808) 974-4955

High School

Hilo High School
556 Wainuenue Ave.
Hilo, HI 96720
(808) 974-4021

Private Colleges and Universities

Kauai

Kauai Community College
3-1901 Kaumualii Hwy.
Lihue, Kauai 96766
(808) 245 -8311

Kauai Community School for Adults
3607A Lala Rd.
Lihue, Kauai 96766
(808) 274-3390
Classes for adults include preparation
for the GED (General Education Di-
ploma), and community services
classes (art, languages, cooking and
music).

Maui

Maui Community College
310 Kaahumanu Ave.
Kahului, HI 96732
(808) 984-3500

Hawai'i (Hilo)

Hawai'i Community College
523 W. Lanikaula
Hilo, HI 96720
(808) 974-7611

University of Hawai'i at Hilo
200 W. Kawili
Hilo, HI 96720
(808) 974-7444

Employment:

Outer Island Employment

Kauai

Workforce Development Division
3100 Kuhio Hwy, Suite 14
Lihue, HI 96766
(808) 274-3056

Maui

Workforce Development Division
2064 Wells St., Suite 108
Wailuku, HI 96793
(808) 984-2091

Hawai'i

Workforce Development Division
180 Kinoole St., Suite 203
Hilo, HI 96720
(808) 974-4126/4131

Child Labor Office

Hawai'i (at Hilo)

Child Labor Office
State Building
Hilo, HI 96720
(808) 974-6464

Outer Island Private Schools

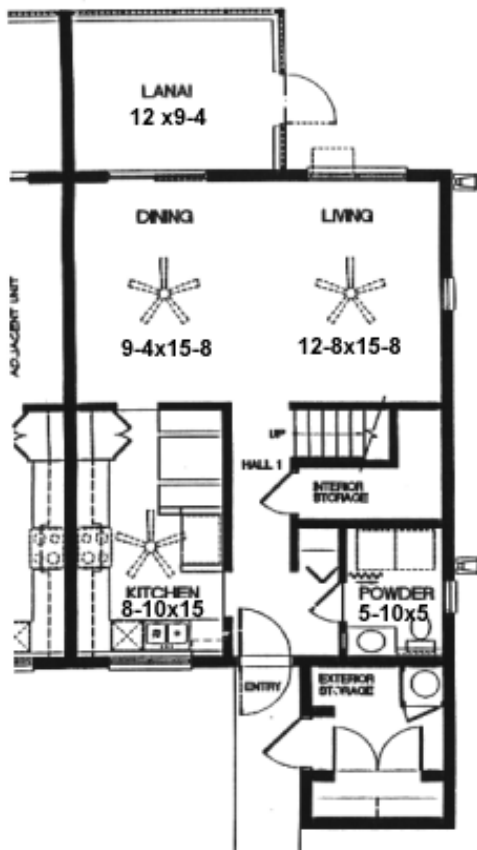
School Name	Phone	Address	City	Zip	Remarks
St. Joseph Elementary School	935-4935	999 Ululani Street	Hilo, HI	96720	PK-6, a
St. Joseph Jr.-Sr. High School	935-4936	1000 Ululani Street	Hilo, HI	96720	7-12, a
St. Catherine School	822-4212	5021 Kawaihau Road	Kapaa, Kauai	96746	PK-8, a
St. Theresa School	337-1351	P.O. Box 277	Kekaha, Kauai	96752	PK-8, a
Christ the King School	877-6618	211 S. Kaulawahine St	Kahului, Maui	96732	PK-6, a
Sacred Hearts School	661-4720	239 Dickenson St	Lahaina, Maui	96761	K-8, a
St. Anthony Grade School	244-4976	1627A Mill Street	Wailuku, Maui	96793	K-6, a
St. Anthony Jr.-Sr. High School	244-4190	1618A Main Street	Wailuku, Maui	96793	7-12,a, h
St. Joseph School	572-8675	1294 Makawao Ave	Wailuku, Maui	96793	PK-6, a

Remarks	PK	K	a	f	g	h	i
Codes	Preschool	Kindergarten	Catholic	Boys only	Girls only	Coed	Year round

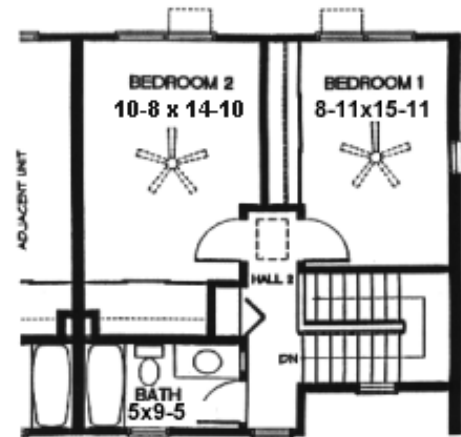
KKH Housing Floor Plans

Appendix M

These floor plans are provided for planning purposes only. The ISC Honolulu Housing Office will determine eligibility for and assignment to a particular unit.

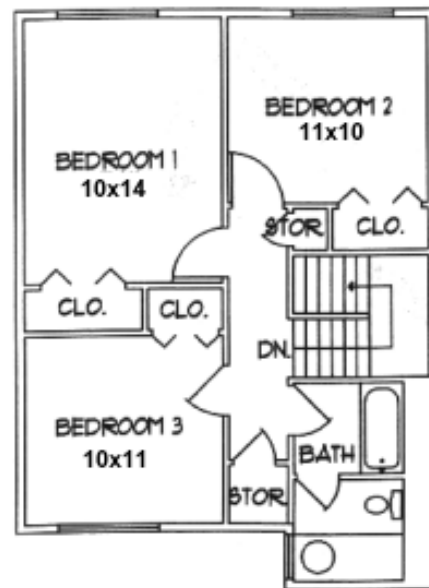
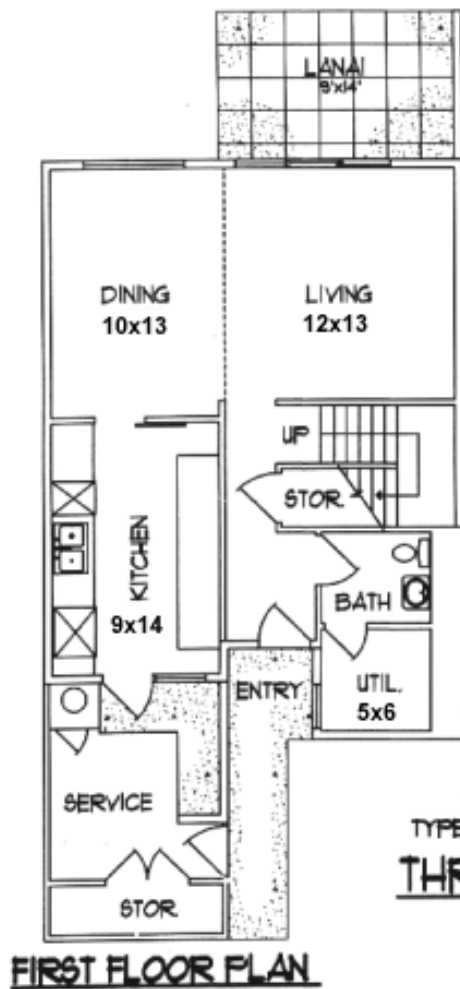


FIRST FLOOR PLAN

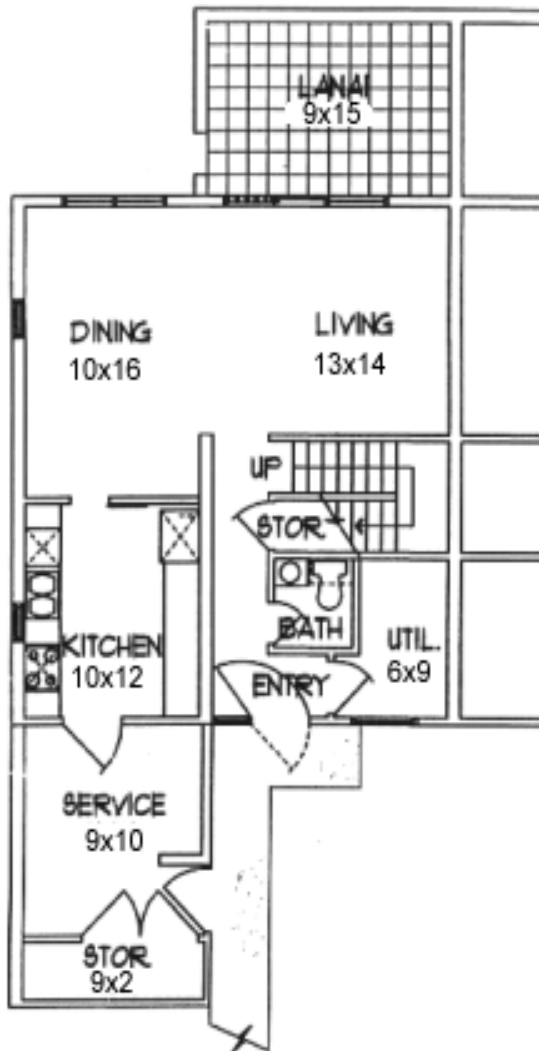


SECOND FLOOR PLAN

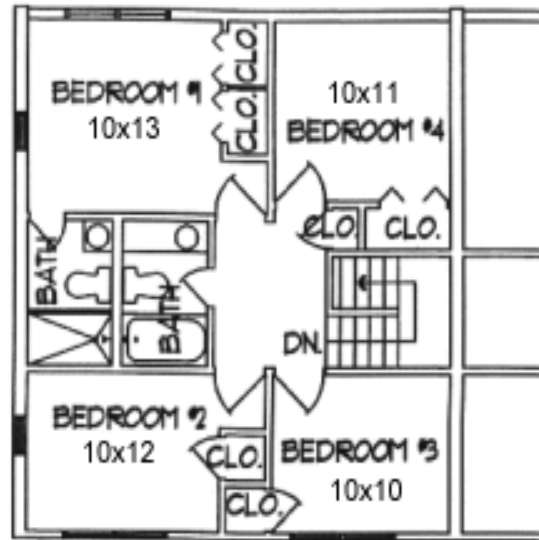
TWO BEDROOM ENLISTED QUARTERS



TYPE 'F'
THREE BEDROOM ENLISTED QUARTERS

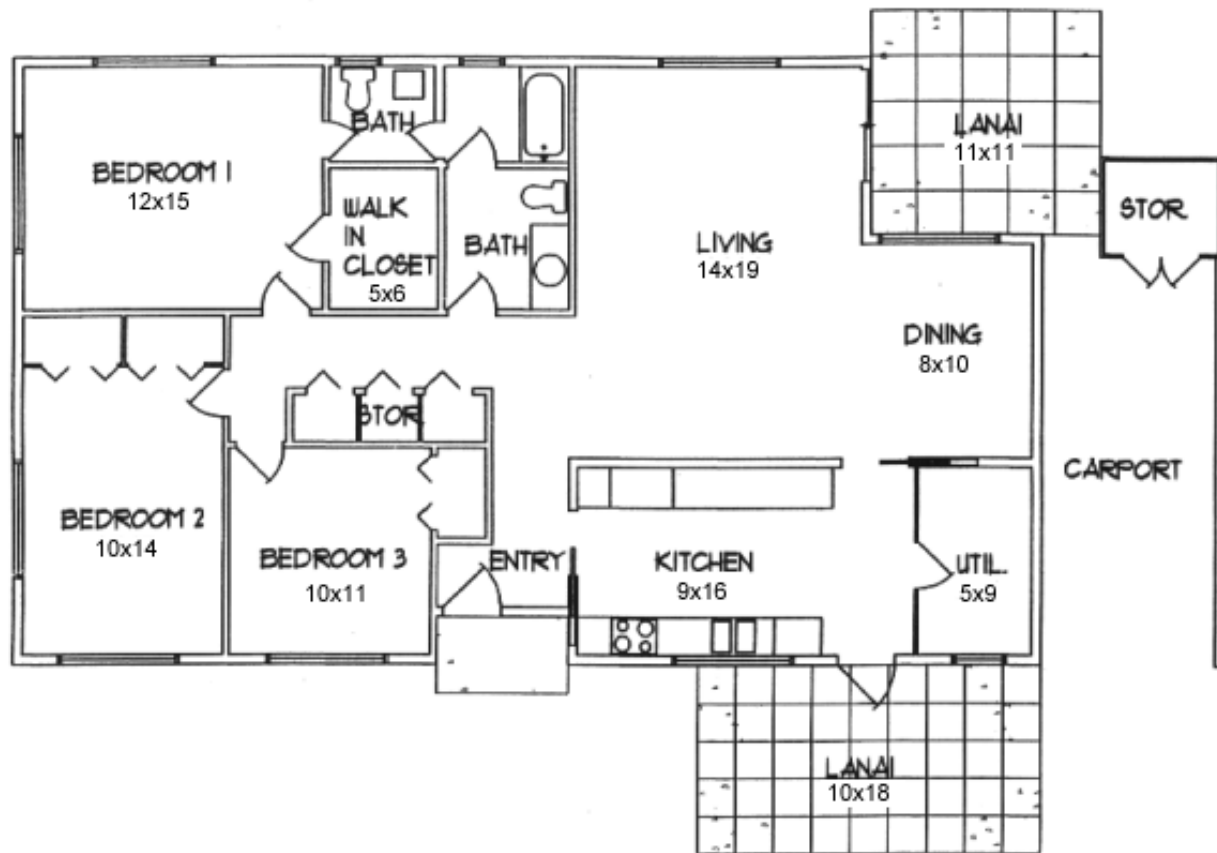


FIRST FLOOR PLAN

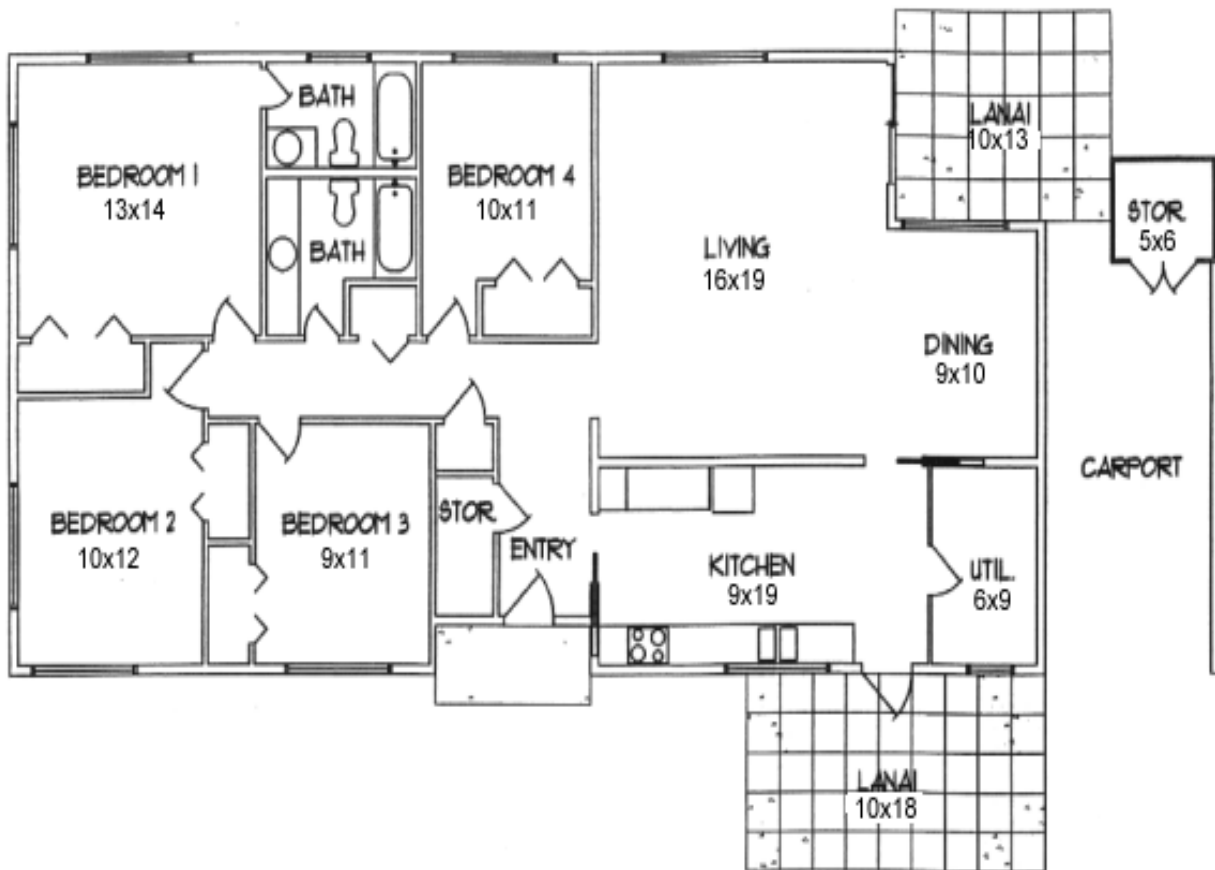


SECOND FLOOR PLAN

TYPE "E"
FOUR BEDROOM ENLISTED QUARTERS

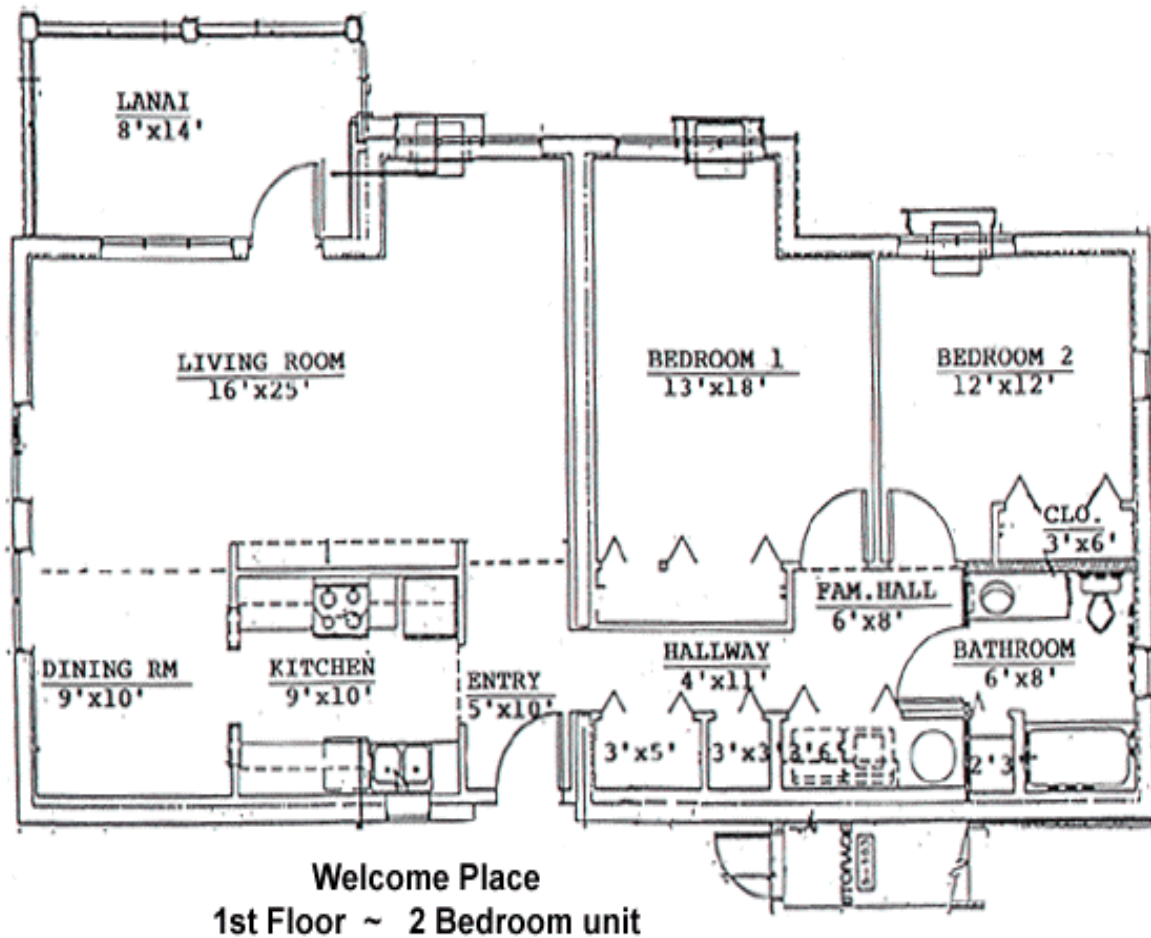


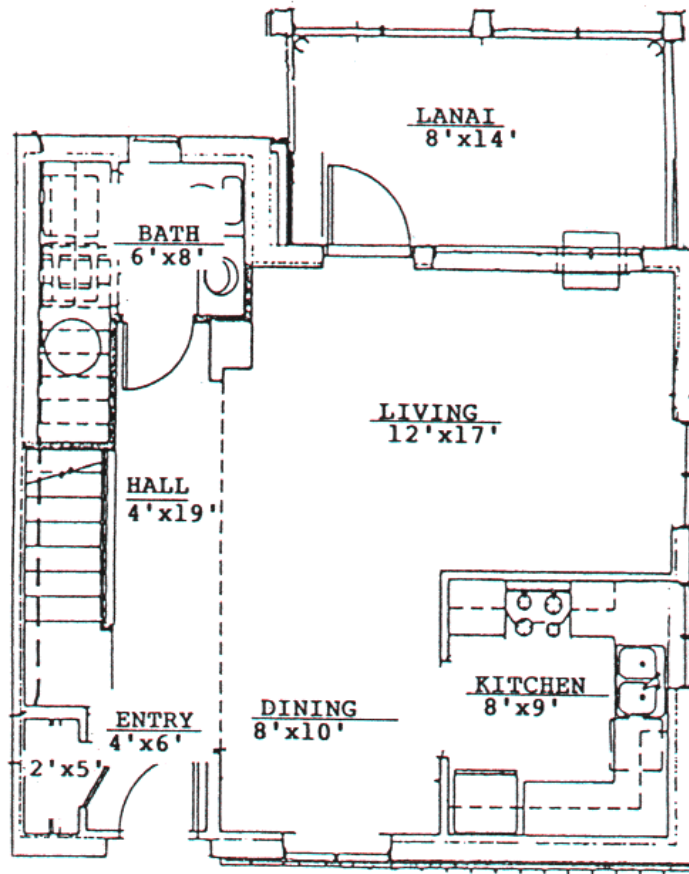
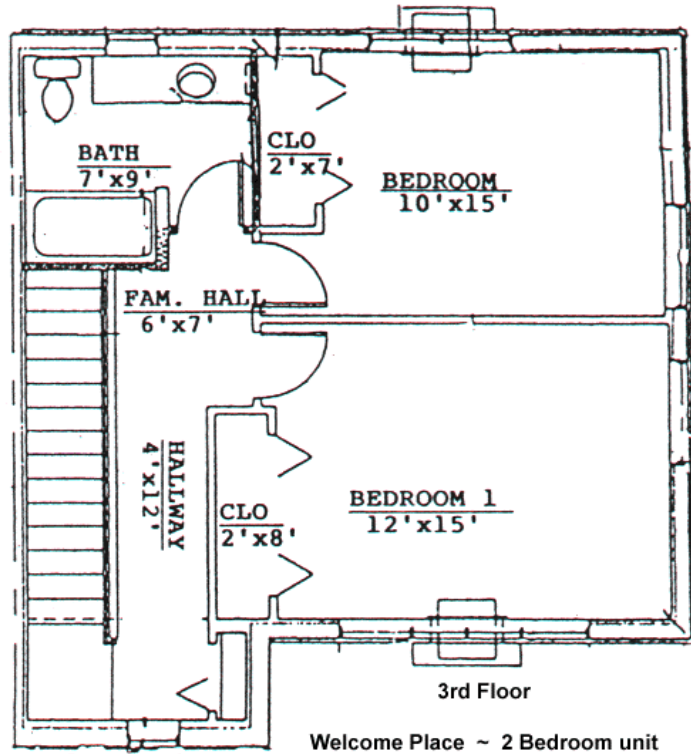
TYPE "D" DUPLEX
THREE BEDROOM OFFICER QUARTERS

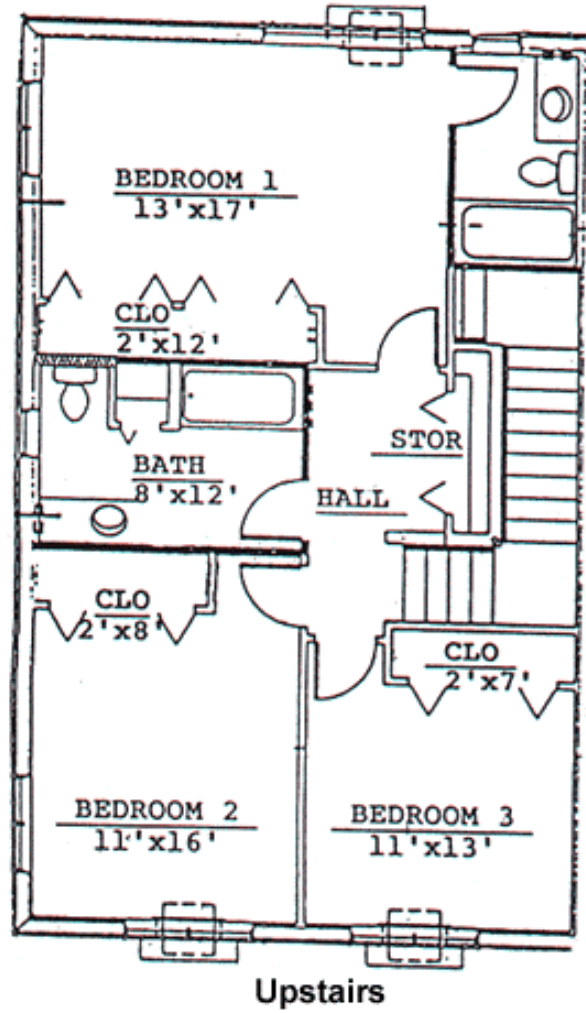
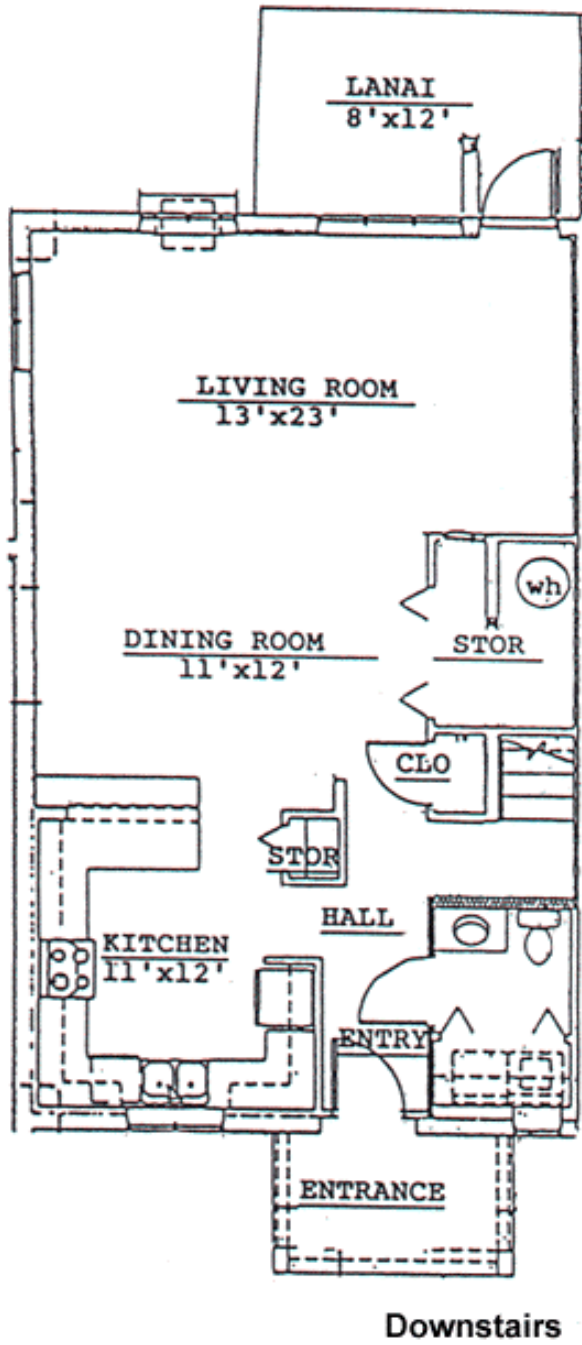


TYPE "C" DUPLEX

FOUR BEDROOM OFFICER QUARTERS







Welcome Place ~ 3 Bedroom unit

Index

A

A+ Positions for School Grades K-6.....	55
Abuse and Neglect, Child, Spouse, Elder, and Sibling.....	83
Addictions Prevention.....	85 & 92
Admiral's Quarters	30
Adoptions	89 & 90
Adults Molested as Children	85
Aerobics and Fitness Association of America	93
AIDS Information Hotline.....	93
Airport Arrival.....	20
Air Station Barbers Point UPH.....	27
Aliamano Military Reservation (AMR)	14
Alcohol Rehabilitation Center, Navy	85
Alcoholics' Anonymous	85
Alcoholism	83
Aloha (Hospitality) Kits	32
KKH Red Hill	32
Barbers Point.....	33
COMMSTA	33
Pearl Harbor.....	33
Aloha Resource Fair.....	84
American Cancer Society	93
American Diabetes Association.....	93
American Heart Association.....	93
American Lung Association.....	93
American Red Cross	88
Animal Quarantine Station Information	58 & 94
Armed Forces Pre-schools and Child Development Centers	45
Armed Services YMCA	90
Arrival Checklist	22
Assessments, Wellness.....	91
Assistance Enroute.....	86
Auto Hobby Shops	39
Automobile: See "Vehicles"	

B

Bachelor Quarters (see Unaccompanied Personnel Housing)	
Bedroom Requirements for Owned And Leased Housing.....	34
Before You Arrive.....	9
Before You Move Checklist	9
Bicycles	38
Big Island, The: See "Hawai'i, Island of"	

Bootcamp.....	8
Bilingual Access Line	85
Boy's Club, Pearl Harbor	14
Boy Scouts	14

C

Cancer Society, American	93
Catholic Charities Family Services.....	90
Cape May Recruit Training Graduates	
Special Note To.....	8
Suggestions from Recent	8
Check-in at Unit	20
Chief Petty Officers' Association	62
Child, Abuse and Neglect.....	83
Child Abuse Website.....	96
Child Care	89 & 90
Child Development Centers	45
Child Labor	55
Child Protective Services	85
Child Supervision Issues	83
CHRRS (Community Homefinding Relocation Referral Services)	27
Clinics	101
College: See "Education"	
Command Sponsorship / Entry Approval	1
COMMSTA Honolulu	
Hospitality Kit.....	33
UPH	27
Communication, Couples	83
Community Homefinding Relocation Referral Services (CHRRS)	27
Commuting to Work on Oahu	12
Couples Communication	83
Crisis Intervention	83
Critical Incident Stress Management (CISM).....	88
Cross Culture Marriage.....	83
Culture Shock	15
Custody Questions	83

D

Decals for Vehicles	37
Dental Services	99
Diabetes Association, American.....	93
Diamond Head Quarters.....	30
Disease Reduction.....	91
Disorders, Eating	87
Diversity	15
Divorce	83
Domestic Violence	85
Driver's License, Hawai'i	37

E

Early Return of Dependents	83
Eating Disorders	87
Education	
General	
Introduction	40
Children	
After-School Plus Program	41
Communication with Parents	41
Directory of Pre Schools	79
Directory of Private Schools.....	76
General Info for U.S. Armed Forces Pre-schools and Child Development Centers.....	45
Geographic Exceptions	43
Home Schooling in Hawai`i	42
Home School Associations	43
Immunization	40
Junior ROTC	42
Map of School District & Schools	47
Physical Examination	40
Private Schools	45
Public Opinion of School Performance.....	45
Public School Cutoff Date.....	6
Quality of Graduates	45
Records Needed	6
Registration	40
SATs	
Test Results.....	45
Testing.....	46
School Assignment	44
Oahu	44
Kauai	44
Maui	44
Hawai`i	44
School Bus Transportation.....	41
School Community Based Management (SCBM).....	41
School System Performance	44
School Year	41
Special Education Needs.....	42
Placing Your Special Needs Child.....	42
TB Examination	40
Year Round Schooling.....	41
Adults	
Adult Community Schools.....	43
Colleges and Universities.....	45
Community Colleges	46
GED Test and Diploma	43
Private Colleges and Universities.....	46
State Universities.....	46
Elder, Abuse and Neglect.....	83
Elder Abuse Website	96
Elder Care	89 & 90

Employee Assistance Programs	87
Employment	6 & 48
America's Job Bank Website	96
Child Labor Certificates	55
Child Labor Office Locations	56
Employment Resource Centers (ERC)	50
Coast Guard.....	50
Air Force	51
Army	51
Marine Corps.....	51
Navy.....	51
Executive Search Firms	57
Federal Civil Service Employment	51
Federal Agencies in Hawai'i	52
Veterans	51
Veterans Readjustment Appointment (VRA) Authority	51
Hawai'i Careers Website	96
Hawai'i State Department of Education	54
A+ Positions	55
Certificated Positions	55
Classified Positions.....	55
District Offices	55
Part-time Temporary Teachers.....	55
Private School Employment.....	55
Qualification Requirements	54
Substitute Teachers.....	55
Teacher Licensing Requirements	55
Identifying Your Job Skills	49
Adaptive Skills	50
Job-Related Skills	50
Transferable Skills.....	50
Joint Employment Management System (JEMS)	48
First Things First.....	48
Job-Finding Resources	49
Job Hunting in Hawai'i.....	48
Using the JEMS Job Bank.....	49
Wages of Hawai'i's 20 Largest Occupations	49
Military Spouse Preference	56
Registration Assistance	57
Non-Appropriated Fund Employment.....	52
Exchange Employment	53
Non-Appropriated Fund Agencies in Hawai'i	53
State of Hawai'i, City and County of Honolulu	53
City and County of Honolulu	53
Hawai'i State Employment Service	54
Job Seeker Services.....	54
Outer Island Employment.....	54
State of Hawai'i Employment Office.....	53
Unemployment Compensation Benefits	50
Employment Resources.....	50
Website	95

Entitlements	23
Monthly Basic Pay Table.....	25
Pay and Benefits Website.....	95
Per Diem Rates.....	23 & 94
TLA Computation Worksheet.....	24
TLA Rates for Oahu.....	23
Entry Approval / Command Sponsorship	1
Ethnic Diversity	15
Exercise, Personal.....	91

F

Fair, Aloha Resource.....	84
Family Advocacy Program	83
Family Planning	83
Family Resource Programs.....	89
Family Service Center Website, Pearl Harbor	96
Family Violence.....	83
Family Violence Prevention Website.....	96
Federal Agencies in Hawai'i	52
Finances	
6	
See Also "Money"	
Financial Competency.....	88
Fitness Centers.....	93
Flag Quarters	30
Fleet Reserve Association.....	63
Floor Plans for KKH Housing Units	107
Food Stamps	85
Foundation, Coast Guard	62

G

Girl's Club, Pearl Harbor	14
Girl Scouts.....	14
Government Housing: See "Housing"	

H

Hawai'i	
Basic Facts About.....	12
Best of Everything Website.....	94
Culture Websites	95
Culture Shock	15
Difference in Time	12
Distance from Mainland.....	14
Driver's License.....	37
Ethnic Diversity	15
Education	40 & 54
Federal Agencies	52
Great Place to Live	14
Insects	13, 18, & 19
Island of	
Outer Island Information	103
Medical Centers.....	102
Outer Island Life	14
Personal Goals	14
Price Comparison Chart	17
Residential Neighborhoods on Oahu.....	16-18
Shopping.....	14
Single Activities.....	13
Spouse Goals.....	14
Unemployment Website.....	96
Your Duty Station	15
Youth Activities	13
Hawai'i Nanny Service	90
Health	
Education Programs	98
Insurance	99
Promotion Programs.....	91
Heart Association, American.....	93
Hobby Shops, Auto	39
Homefinding Relocation Referral Services (CHRRS), Community	27
Home Schooling	42
Hospitality (Aloha) Kits	32
Barbers Point and COMMSTA.....	33
KKH Red Hill	32
Pearl Harbor.....	33

Housing	
Aloha Kits.....	32
Barbers Point.....	33
COMMSTA.....	33
KKH Red Hill.....	32
Pearl Harbor	33
Application for Government.....	4
Applying for Housing on Kauai, Maui, or Hawai`i	30
Assignment Policy.....	30
Assignment to Government Quarters	30
Housing Application & Waiting List.....	30
Policy Waivers.....	30
CHRRS Main Office.....	27
Diamond Head Quarters	30
Family Housing.....	20 & 28
Features	29
Floor Plans for KKH Housing Units	107
Government-owned.....	4
Government versus On-the-Economy	16
Guidelines on Obtaining Housing in the Community.....	31
Minimum Bedroom Requirements (Owned And Leased Housing)	34
Organization	28
Purchase of a Home.....	31 & 33
Utilities, Etc	34
Rentals On-the-Economy.....	5 & 31
Reservations for UPH/BEQ/BOQ.....	4
Temporary	4
Types on Oahu	28
CG-Owned Housing.....	29
DoD Housing.....	29
Kia`i Kai Hale	29
Leased Housing	28
On-the-Economy	28
Unaccompanied Personnel.....	20
Wailupe Quarters	30
Household Goods	
Guide for Processing	67
TOPS HHG Processing.....	1 & 30
Adequate Rental Unit	31
Buying Real Estate	31
Commuting Distances.....	32
Examples of Invalid Reasons to Reject a Rental Unit	32
Guidelines on Obtaining Housing in the Community	31
Justifiable Rental Rejection.....	32
Private Lease Information.....	32
Rental Housing Costs.....	31
Unaccompanied Baggage.....	1
Your Housing Search.....	31
Humanitarian Assignments.....	83

I

Immunization, School	40
Injury Risk Reduction	91
Insects	13
Dealing With.....	18
How To Keep Isle Critters from Driving You Buggy	18
Identification and Control Guide	19
Insurance, Automobile	35
Internet Sites.....	94
Island Life	12

J

JEMS (Joint Employment Management System)	48
Job Hunting: See “Employment”	
Junior ROTC	42

K

Kia`i Kai Hale (KKH)	29
See Also “Housing”	
Kukui Hall	26
See Also “Unaccompanied Personnel Housing”	

L

LDS Social Services	90
Leased Housing	
Unaccompanied Personnel.....	26
Family	28
Learning Disabilities Association of Hawai`i.....	90
License Plates, Hawai`i	36
Life Skills	88
Lung Association, American.....	93

M

MADD (Mothers Against Drunk Driving)	93
Mailing Address	7
Makalapa Clinic	101
Marriage	
Cross Culture	83
Difficulties	83
Getting Married Enroute to Your New Duty Station	8
Members Married to Members.....	4
Mediation Center of the Pacific	85
Medical Centers	101
Medical Services.....	98
Mental Health Resources and Information.....	83

Military Organizations.....	62
Chief Petty Officers' Association	62
Coast Guard Foundation.....	62
Coast Guard Spouses' Association	62
Fleet Reserve Association.....	63
Navy League	63
Non-Commissioned Officers' Association	63
Officers' Association.....	62
Money	
Amount to Arrive With	5
Hawai'i Price Comparison Chart	17
Utilities	34
Motorcycle Safety	38
Mutual Assistance, CG	85
MWR	13
MWR Website	95

N

NAFA	52 & 53
Nanny Service, Hawai'i	90
Navy Alcohol Rehabilitation Center.....	85
Navy League.....	63
NCTAMS EASTPAC Security Office	37
Neighborhoods on Oahu.....	16
Newspapers, Etc.....	7
Non-Appropriated Fund Agencies.....	53
Non-Appropriated Fund Employment	52
Non-Commissioned Officers' Association	63
Nutrition Counseling	91

O

Officers' Association	62
Ombudsman Program	84
Opportune Lift.....	6
Outer Island Information (Kauai, Maui, & Hawai'i).....	103
Overseas Interview.....	1

P

Parenting	83
Parents Anonymous Website	96
Parents Without Partners	90
Pay and Benefits Website	95
Pay Table, Monthly Basic	25
Per Diem Rates	23 & 94
 Pets	 6 & 58
Animal Quarantine Station Fees	60
Animal Quarantine Station Information	58 & 94
DoD Pet Quarantine Fee Reimbursement.....	58
General Pre-Arrival Requirements.....	58
It's The Law.....	58
Laboratories Where the Pre-Arrival OIE-FAVN Test is Available	60
Outer-Island Information.....	61
Pre-Arrival Requirements, 30-Day	59
Post-Arrival Requirements, 30-Day	60
Specific Requirements to Qualify for 30-Day Quarantine.....	59
 Physical Fitness	 91
Physical Fitness and Sports, President's Council on	93
Power of Attorney, Special	2
President's Council on Physical Fitness and Sports	93
Privately Owned Vehicle (POV): See "Vehicles"	
Psychiatric Assistance.....	83 & 87
Psychiatric Referrals	83
Public School Cutoff Date	6

Q

Quarantine Station Information, Animal.....	58 & 94
Quarters: See "Housing"	

R

Rape and Sexual Assault.....	85 & 88
Real Estate, Buying.....	31
Recruit Training Graduates.....	8
Red Cross, American	88
Relocation Wizard Website.....	95
Reporting Aboard	20
Residential Neighborhoods on Oahu	16
ROTC, Junior	42

S

Satellite City Halls	37
SATs.....	45 & 46
Scholarships	89 & 90

School: See “Education”	
Scouting, Boy & Girl	14
Sex Abuse Treatment Center.....	85
Sexual Assault and Rape	85 & 88
Shaken Baby Syndrome Website	96
Shelter, Joint Military Family Abuse	85
Shelter Website, Domestic Violence.....	96
Shipping Your POV.....	5, 6, & 35
Shopping	14 & 18
Sibling Abuse and Neglect	83
Single Activities	13
SITES (Standard Installation Topic Exchange System)	86 & 94
Special Education Needs	42
Special Needs Program	42, 83, & 89
Special Power of Attorney	2
Sponsor Program	86
Spouse	
Abuse and Neglect.....	83
Association.....	62
Goals	14
Preference, Military.....	56
Website	95
Step-Family Parenting	83
Stress Management.....	83, 85, 87, 91
Substitute Teaching.....	55
Suicide Crisis Hotline	85

T

Teacher Licensing Requirements	55
Telephone Numbers	
Family Advocacy Program Resources	85
Family Support Resources	90
Key (Command) Phone Numbers	I
Health Education Program Directory	100
Military Medical Resources	101
Military Organizations	62
Outer Island Information.....	103
Pre Schools	79
Private Schools.....	76
TLA Hotels	64
Wellness Resources Directory.....	93

Temporary Lodging Allowance (TLA)	2
Accompanied	4
Computation Worksheet	24
Eligibility	3
Hotels	3 & 64
Non-reimbursable Expenses	21
Processing/Collection Procedure	21
Rates for Oahu	23
Reimbursement Procedures for Oahu	21
Reimbursement Procedures for Outer Islands	21
Temporary UPH/BEQ/BOQ Requirements, Oahu	3
Unaccompanied	4
Time Difference	12
TOPS HHG Processing	1
Transition and Relocation Assistance Programs	86
TRICARE	98-100
Tripler Army Medical Center (TAMC)	101
Tobacco Cessation	91

U

Unaccompanied Personnel Housing	20 & 26
Air Station Barbers Point	27
CHRRS Main Office	27
COMMSTA Honolulu	27
Kukui Hall	26
Looking for Civilian Rentals	27
Outer Island Listings	27
Permanent Bachelor Quarters	26
Personnel Assigned to Afloat Units	26
Personnel Assigned to Ashore Units	26
Reservation Procedures	4
Unaccompanied Personnel Leased Housing	26
Unemployment Compensation Benefits	50
Unemployment Website, Hawai'i	96
Unit Check-in	20
Utilities	34

V

Vehicles

Auto Hobby Shops.....	39
Bicycles.....	38
Buying a Vehicle in Hawai'i.....	38
Buyer Beware	38
Buying Used Vehicles.....	39
Privately Owned Used Cars.....	38
DoD POV Registration.....	37
DoD Registered Decals	37
Hawai'i Driver's License	37
Insurance	6 & 35
Keeping Out-of-State Plates.....	36
Leased Shipments.....	6
Motorcycle Safety Course Providers.....	38
Obtain Hawai'i Plates.....	36
Pickup and Acceptance.....	35
Pickup Locations	35
Privately Owned.....	5
POV Registration	36
POVs with Joint Ownership Titles and/or Registration	36
Rentals	7
Safety Inspection	36
Satellite City Halls	37
Shipping Your POV	5, 6, & 35

Victim/Witness Assistance.....	88
--------------------------------	----

Violence

Domestic	85
Family.....	83
Workplace.....	88

W

Wailupe Quarters	30
Waiting List for Housing.....	30
Web Sites.....	94
Weight Management.....	91
Welcome Aboard Message	1
Wellness Assessments.....	91
Work-Life Services	83-93
Workplace Violence.....	88

X - Y - Z

YMCA, Armed Services	90
Youth Activities.....	13 & 14

Oahu

**CGC KITTIWAKE
SARDET**

COMMSTA Honolulu

Station Maui

USCGC KISKA



CGAS Barbers Point

**Coast Guard Housing at
Kia'i Kai Hale (KKH)**

Afloat Training Group

Recruiting Office

**MSO
Honolulu**

**D14
STAFF**

**ISC Honolulu
Group Honolulu
CEU Honolulu
ESU Honolulu
NESU Honolulu
Armory Det Honolulu
Station Honolulu
ANT Honolulu
USCGC JARVIS
USCGC RUSH
USCGC KUKUI
USCGC WALNUT
USCGC ASSATEAGUE
USCGC WASHINGTON**

Hawaiian Islands Unit Orientation